

**REQUEST FOR CHECK**

Amount: \$ \_\_\_\_\_

Date of Request: \_\_\_\_\_

Due Date: \_\_\_\_\_

Payable to: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

SS# (needed for 1099 purposes) \_\_\_\_\_

Purpose: \_\_\_\_\_

Officer, Committee, or District number # \_\_\_\_\_ Line item # \_\_\_\_\_ Amount \_\_\_\_\_

Officer, Committee, or District number # \_\_\_\_\_ Line item # \_\_\_\_\_ Amount \_\_\_\_\_

Officer, Committee, or District number # \_\_\_\_\_ Line item # \_\_\_\_\_ Amount \_\_\_\_\_

Is this a budgeted expense? Yes \_\_\_\_\_ No \_\_\_\_\_

If "no" explain rationale for expense: \_\_\_\_\_

Name of Person Originating Request: \_\_\_\_\_  
\*\*\*\*\*

**SIGNATURES:**

\_\_\_\_\_  
Committee Chair Date

\_\_\_\_\_  
District Treasurer Date

\_\_\_\_\_  
MPTA Treasurer Date

.....  
**Instructions:**

- 1) Complete **ALL** information requested and submit to the MPTA Treasurer.  
a. Mary Gaub, Treasurer; 2405 Cherry Ridge Lane, Columbia, MO 65203.
- 2) Indicate a Due Date if applicable – "ASAP" is to be used for urgent requests.
- 3) Provide a copy of all back-up documentation with each check request. Please tape small receipts to a piece of 8 x 11 paper.
- 4) **ALL** checks will be mailed by the MPTA chapter office unless otherwise instructed.

## MISSOURI PHYSICAL THERAPY ASSOCIATION EXPLANATION OF REIMBURSEMENT REQUIREMENTS

The MPTA's most basic requirement for reimbursement is that reimbursement is for actual expenses that are "reasonable and necessary" to the transaction of MPTA business. Reasonable does not necessarily mean an equivalent of all expenses. The following explanation for reimbursement policy is provided to assist in completing the reimbursement form.

### GENERAL:

Receipts are required for **all** expenses. Original receipts are preferred. **Small receipts should be taped to an 8X11 paper. Please do not staple items together.**

SS# is required for speakers. Tax ID# is required for private business providing service.

Requests for reimbursements must be made in a timely manner. Preferably within 90 days of incurring the expense.

Reimbursement will **not** be made for personal expenses such as:

Guests traveling with MPTA member

Alcoholic beverages

Room service

Cleaning and laundry

Insurance

Telephone calls, fax, etc., except those related directly to MPTA business. Provide explanation.

### Transportation:

Expense must be considered as well as convenience.

Low cost fares such as coach, tourists or equivalent must be used for air, train or other modes of travel. When possible, book your flights 14-21 days in advance.

When personal auto is used outside of Missouri, reimbursement is at a rate not to exceed the equivalent of commercial air coach or tourist fare. Print out showing appropriate fares must accompany the request. Personal auto mileage is reimbursed at a rate of **44.5 cents** per mile.

Car rental services may be used in situations where the cost is less than or equivalent to other means of transportation or when schedule commitments prevent use of other means of transportation. Documentation must be provided.

### Meals:

Without receipts the per diem for meals is limited to \$26.00 per day. With receipts attached to the reimbursement form, reimbursement is up to \$40.00 per day (including gratuity). The following are suggested guidelines for individual meal reimbursement:

Breakfast	\$08.00
Lunch	\$10.00
Dinner	\$22.00
TOTAL	\$40.00

Travel advances are possible under some circumstances. When a travel advance has been provided, a reimbursement form **must be** completed after the event. The amount of the advance must be included on the reimbursement form. Subtract the advance from the total allowed expenses. If the advance was less than the total allowed expenses, that is the amount that will be reimbursed. If the advance was more than the total allowed expenses, that amount **must be** reimbursed to MPTA. Make the check payable to MPTA.



**STATE**

11 President  
 13 Vice President  
 18 President Elect  
 16 Secretary  
 14 Treasurer  
 17 Delegates  
 19 Directors  
 20 Chair of District Chairs

**COMMITTEES**

22 Communications  
 24 Education  
 28 Ethics  
 35 Finance Committee  
 21 Government Affairs  
 30 History & Archives  
 29 Membership  
 25 Nominating  
 31 Peer Review  
 23 Practice  
 26 Public Relations  
 32 Research  
 33 Reimbursement  
 34 Student Liaison

**DISTRICTS**

3 Southeast  
 4 Southwest  
 5 Eastern  
 6 Central  
 7 Northwest

**OTHERS**

12 Board of Directors  
 15 Chapter Office  
 40 CEU Co-Sponsorship  
 41 Regional Seminars  
 27 Spring State Meeting  
 43 Executive Officer  
 44 Accountant  
 45 Lawyer  
 46 Task Force  
 48 Scholarship Initiative  
 49 Research Initiative  
 47 Fall State Meeting

**EXPENSES**

501 Advertising  
 502 Delegate - Districts  
 504 Print/Copy  
 506 Publications  
 507 Legislative  
 508 Honorarium  
 509 Meeting Expense  
 510 Donations-Districts  
 516 Dues to other Organizations  
 517 Contributions-State  
 522 Refund  
 528 Service Charges  
 529 Fees  
 532 Accountant  
 533 Legal  
 535 Public Relations  
 536 Bond  
 538 Student Liaison

**EXPENSES**

539 Supplies  
 541 Postage  
 543 IMIS  
 545 Membership  
 558 Telephone  
 565 Education  
 571 Research  
 579 Travel  
 580 Meals/Refreshments  
 581 Other  
 582 District Allocation  
 583 Awards  
 584 Lodging  
 586 Insurance  
 588 Scholarship Initiative  
 589 Research Initiative  
 590 Web Site

**INCOME-DISTRICT**

313 Southeast District  
 314 Southwest District  
 315 Eastern District  
 316 Central District  
 317 Northwest District  
  
 00 District Allocation  
 01 District CEU  
 02 District Education  
 03 District Program  
 04 District Advertising  
 05 District Interest

**INCOME- STATE**

300 Chapter Dues  
 301 Communication Sponsor  
 303 CEU CO-Sponsorship  
 304 State Meeting Registration  
 305 State Meeting Exhibitors  
 306 State Meeting Sponsors  
 307 State Meeting Other  
 309 Interest  
 311 Miscellaneous Income  
 312 Label Sales  
 319 Scholarship Initiative  
 320 Research Initiative  
 321 Regional Seminar Registration

