

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.
Julie High, 16138 Surfview Ct., Wildwood, MO 63040
- 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 **50 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 \$36.00 per day. With receipts attached to the reimbursement form, reimbursement is up to \$65.00 per day (including gratuity). The following reductions are taken if meals are provided:

Breakfast	\$08.00 reduction
Lunch	\$10.00 reduction
Dinner	\$18.00 reduction

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