



2019-20

**MSVMA Expense and Purchase Form**

Effective July 1, 2019

To request expense reimbursement or payment for purchase of goods and/or services, please complete and submit this form with receipts to your district manager, supervisor or the executive director as appropriate.

The expenses submitted on this form are related to the following:

- Honors Choir  
 District Solo and Ensemble     District Choral Festival     State Solo and Ensemble     State Choral Festival  
 Other \_\_\_\_\_

**Meals:** Maximum reimbursement is \$25.00 for breakfast and lunch combined and \$25.00 for dinner.

- There must be a business purpose for the meal and the agenda must be submitted with this form.
- Meals before or after a scheduled meeting are not reimbursable.
- If an overnight stay is required, breakfast will be reimbursed. Business agenda is not required.
- Do not include alcoholic beverages in your expenses.
- Itemized receipts required.

Date	Circle One B L D	Business purpose of the meal	Total
	B L D		
	B L D		
	B L D		
	B L D		
	B L D		
	B L D		
	B L D		

**Mileage:** Reimbursement rate is \$.14 per mile.

Date	Destination	Round trip mileage	Total

**Miscellaneous expenses:** Itemize expenses/purchases and attach receipts or invoices.

Date	Expense details	Total

**TOTAL requested:** \_\_\_\_\_

--	--	--	--

Payee Signature \_\_\_\_\_ Date \_\_\_\_\_ Coordinator Approval \_\_\_\_\_ State Office Approval \_\_\_\_\_

Check payable to:

--

Name

--

Street Address, City, ZIP

Email address