Michigan School Vocal Music Association
P.O. Box 1131
Big Rapids, MI 49307

2021-22
MSVMA Expense and Purchase Form

Effective July 1, 2021

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	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**