**INSTRUCTION SHEET FOR**

**CLAIM FOR REIMBURSEMENT**

**Of TRAVEL RELATED EXPENSES**

**Identifying Information**

Please print your name; full mailing address; phone; and email; and your NARFE membership number.

This information will be used to write and mail any reimbursement check due.

**Purpose of Travel Section**

**For this event, please enter Annual Meeting.**

**In the reimbursement for section:**

If you are asking for mileage reimbursement (at 54.5 cents per mile), check the first block.

If you travel by bus, train, or plane, check the second block.

If you paid tolls for your vehicle, or taxi, parking, or other incidental travel, check the third block.

**In the itemize section:**

If you travel by car and request mileage, show the starting and ending point and the number of miles.

 The amount claimed is the total mileage time .545 is the amount claimed. Show this in Item 1.

 Tolls would be listed separately in Item 2. *EZ-PASS* – show the entrance and exit toll plaza.

If you travel by common carrier, show the actual cost of the bus, train, plane ticket in Item 1.

 Show taxi, parking other incidental travel in Item 2.

If you have meal expenses while in transit, include receipt and show in Item 3.

Include receipts if over $25.00 (does not apply to mileage)

**Signature:**

Make sure you sign and date your request.

If you have your request ready at the annual meeting, please leave with the Treasurer.

If you are emailing or mailing the request, send it through the President.

Mark Bernstein, President Arnie Zdrojewski, Treasurer

193 Elm St. 605 Newland Ave

Roslyn Heights, NY 11577-1235 Jamestown, NY 14701-6727

MJBERN19@YAHOO.COM azdrojewski@stny.rr.com

516 621-6207 716 499-7321 (message or voice)

The gray box at the bottom of the request form is for NARFY-NY use.

You do not need to fill out any information in the gray box.

**Checks are normally sent out within a week of the receipt of the request of the end of the event.**

 **Please cash the check within 30 days.**

If your check is not received, please contact the Treasurer via email, message, or phone.