



INSTRUCTIONS FOR COMPLETING YOUR RPEA EXPENSE CLAIM

RPEA reimburses eligible members for **reasonable expenses incurred while conducting approved Association business**. By signing this form, you certify that the expenses are accurate and have not been reimbursed by another source.

Members are expected to exercise good judgment and be financially responsible when incurring expenses on behalf of RPEA. Whenever practical, members should select the most economically reasonable option.

[CLICK HERE FOR ONLINE FORM](#)

[Use the online Expense Claim Form — it does the math for you!](#)

1. Reason for Expenses | Tell us why you incurred the expense, such as attending a chapter or committee meeting or conducting other approved RPEA business.

Location – Where the activity took place.

Reason – Why you incurred the expense.

Report – Provide any additional information requested on the form.

2. Transportation | You may claim reasonable transportation expenses related to approved RPEA business.

Airfare, Train or Other Public Transportation: Attach your receipt and use the lowest reasonable fare available. When comparing airfare and mileage, RPEA will reimburse the lower cost.

Personal Vehicle: Enter the actual number of miles driven. Mileage is reimbursed at the current IRS mileage rate. Attach a map showing the mileage driven ([such as Google Maps](#)).

Parking, Tolls, Shuttle, Taxi, etc.: Enter these expenses and attach receipts or billing statement.

Transportation expenses outside these guidelines require **written approval in advance** from your Area Director, Committee Chair, State Board Vice President or President.

3. Lodging | **Members are expected to be financially responsible when selecting lodging and to choose a reasonably priced hotel whenever practical.**

RPEA will reimburse the **actual reasonable cost of lodging, up to \$200 per night**, including taxes and parking. **Prior approval from HQ is required for lodging expenses exceeding \$200 per night.**

Attach your itemized hotel invoice or receipt to your expense claim.

4. Meals | Check each meal you are claiming. Reimbursement is limited to the maximum amounts in the chart. Meals paid as per diem.

If your meal costs more than the maximum amount, you are responsible for the difference.

5. Incidentals | You may claim up to **\$15 per day** for eligible incidental expenses. Receipts are helpful but not required.

Meal	Maximum Reimbursement
Breakfast	\$20
Lunch	\$25
Dinner	\$36

6. Daily Total | Enter the total amount you are claiming for each day.

When you use the online form, your totals will be calculated automatically.

BEFORE YOU SUBMIT

Check that you have:

- ✓ Signed the expense claim – Digital Signatures are allowed
- ✓ Attached all required receipts and supporting documentation
- ✓ Attached a mileage map if claiming mileage
- ✓ Obtained any required advance written approval

Calliope Jones
Electronically signed by Calliope Jones
Date: 2024-07-16 00:47:35-07:00
Signature

Unsigned or incomplete expense claims may be returned and could delay reimbursement.