

Please return to the
CEA Office:

CEA Travel Reimbursement

6177 E Mtn. Heather
Rd. Ste. 6
Palmer, AK 99645

**Forms must be signed and submitted within 30 days
of the travel/event to be eligible for reimbursement.**

Name: _____

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Address: _____

(address where you want
your check mailed) _____

E-Mail Address: _____

Name, location and date of event or reason for travel expenses: _____

Please list reimbursable expenses by day:

DATE:	10 /	/	/	/	/	/	/	Total Each Line
Breakfast								
Lunch								
Dinner								
Total Meals								
Lodging								
Plane								
Auto Rental/ Mileage								
Cabs/Parking fees								
Registration fees								
TOTALS:								

Pre-paid by CEA:
(includes per diem)

To be Reimbursed by
NEA or NEA-Alaska:

Pre-paid by
NEA or NEA-Alaska:

TOTAL DUE
TRAVELER :

Unsigned and incomplete forms will be returned.

Attach original receipts – include lodging. Boarding passes are required
for flights. Reimbursement is limited to one bag. Use actual mileage –
please car pool when able.

Name of Roommate: _____

(Double Occupancy per Policy – Indicate if you will be staying alone and paying ½ out of pocket)

Traveler's Signature: _____

Date: _____

CEA Travel Reimbursement Instructions

- 1./2 Complete information is necessary
3. Briefly explain the purpose of the travel in terms of Association activity or events and the site to which you have traveled.
4. Include day and month.
5. Meal expenses should be supported by original receipts. The daily meal allowance should be an average of the equivalent of \$50 per day (less any meals provided). Do not voucher meals for other persons. Include gratuities.
6. Lodging expenses are for hotel and appropriate room taxes only **based on double occupancy** unless there is prior approval from the CEA President.
7. **All Airfare should be listed.**
Airfare charges must be supported by both original boarding passes, along with your original confirmation/itinerary showing cost of ticket, method of payment and who purchased the ticket. Airfare shall be at no more than Super Saver rates unless at the request of CEA or with proper approval from CEA President for changes.
Change Fees & Penalties incurred shall be paid by the individual unless the change is requested by CEA President. Please explain reason(s) for the change fees on the reimbursement form.
- .8. Mileage is reimbursed at **current IRS rate**. PRIOR APPROVAL FROM THE CEA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
- 9/10. Parking fees (**valet parking charges not accepted**) and other expenses must be supported by an **original** receipt. Explain all "Other" charges including gratuities, for cabs, luggage handling or business phone calls.
11. **Unsigned reimbursement forms will be returned.**

NOTE:

- a) A separate form should be filed for each event or activity.
- b) CEA Board policy provides that **reimbursement forms must be submitted within 30 days** of the travel/event in order to be eligible for reimbursement.
- c) Per board policy **reimbursement for lodging will be based upon double occupancy.**
- d) Requests for exceptional consideration must have prior approval of the CEA President.
- e) Forms should be submitted to: CEA
Attn: Treasurer
6177 E Mtn. Heather Rd. Ste. 6
Palmer, AK 99645
(907) 373-0800