



TMA REIMBURSEMENT POLICY

Thank you for your participation in the TMA Annual Quality of Life Family Camp.

We are a non-profit entity focused on advocating for individuals with rare neuro-immunologic diseases and supporting education and research. We depend on donations from our community to support our work and our reimbursement policy is reflective of this.

The TMA will reimburse for eligible expenses (listed below) incurred to conduct TMA business or attend TMA programs. Please contact Rebecca Whitney - rwhitney@myelitis.org before expenses are incurred if you have any questions to determine eligibility for reimbursement.

To request reimbursement of eligible expenses, please follow these instructions:

- Request and complete a TMA Reimbursement Form (form can be found at the end of the document)
- The form should be filled out completely including: the individual's name requesting reimbursement, date of submitting the reimbursement form, individuals address, expense date, expense description (please be as detailed as possible – i.e. Breakfast, Starbucks), specify cost category, and expense amount.
- Please submit scanned receipts

Please email the TMA Reimbursement Form and all scanned receipts to Rebecca Whitney - rwhitney@myelitis.org. Once the form and receipts are received by the TMA and expenses approved, the TMA will send a check to the individual (to the address specified on the form) for the approved reimbursed amount.

*** Please note that no reimbursement will be provided without the submission of the TMA Reimbursement Form and its corresponding receipts.**

The TMA reserves the right to refuse reimbursement for any charges unrelated to necessary TMA expenses. The TMA reserves the right to determine necessary expenses per the TMA Reimbursement Form submitted by individuals for reimbursement approval on a case-by-case basis.

TMA REIMBURSABLE EXPENSES

The TMA's reimbursable policy covers:

Postage/Mailings	<ul style="list-style-type: none">• Cost of mailing TMA materials (only at the request of TMA staff/board)
Printing	<ul style="list-style-type: none">• Cost of printing TMA materials (only at the request of TMA staff/board)
Phone	<ul style="list-style-type: none">• TMA calls (cell phone bill with proof of expense linked to TMA calls)
Internet	<ul style="list-style-type: none">• Internet used only for TMA business (internet bill)
Airfare	<ul style="list-style-type: none">• Coach/economy class airfare to approved destinations• Airline tickets in excess of \$500.00 must be approved by TMA prior to travel
Transportation	<ul style="list-style-type: none">• Fee for one checked luggage

	<ul style="list-style-type: none"> • Mileage reimbursement (according to the IRS standard mileage rates for the current year) & parking for those who drive personal automobiles. • Originating airport parking • Taxi ride (if an alternative ride is not available) • Automobiles should be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, etc.). Travelers are expected to use one of the lower cost car rental firms. All rental car receipts received by the traveler must be submitted with the expense report.
Hotel - Conference	<ul style="list-style-type: none"> • Number of room nights that correspond to length of conference and any preparation period (for TMA conferences your name will be on the hotel rooming list – please do not make your own reservation with the hotel)
Hotel - Non-Conference	<ul style="list-style-type: none"> • Minimum number of room nights needed to complete TMA business. Hotel expenses should not exceed \$200/night, subject to market availability
Food & Beverage	<ul style="list-style-type: none"> • Meal reimbursement includes breakfast, lunch and dinner. Excluded are alcoholic beverages, entertainment expenses and other types of personal expenses not relating to these specific meals.

NON-REIMBURSABLE EXPENSES

The TMA's reimbursable policy does not cover:

Phone	<ul style="list-style-type: none"> • Non-TMA calls
Internet	<ul style="list-style-type: none"> • Non-TMA internet use
Airfare	<ul style="list-style-type: none"> • First Class • Business Class • Fees for two or more checked luggage
Ground Transportation	<ul style="list-style-type: none"> • Limousine services • Personal automobile mileage not directly associated with attending the conference
Hotel	<ul style="list-style-type: none"> • Additional room night stays • Mini bar • Phone calls • Pay-per-view movies • Laundry Services
Food & Beverage	<ul style="list-style-type: none"> • Alcoholic beverages

Any travel expenses not directly related to TMA business will not be reimbursed.

TMA REIMBURSEMENT FORM

RECEIPT #	DATE	DESCRIPTION	COST CATEGORY	PROGRAM	AMOUNT

** If you have additional reimbursements, please fill out a new reimbursement form*

TOTAL AMOUNT:

Full Name: _____

Address: _____

Signature: _____

Date: _____

SUBMIT