



Truman State University
Alumni Association Board of Directors
Travel Stipend Policy & Reimbursement Form

Members of the Truman Alumni Board of Directors attending a Truman Alumni Board Meeting and approved alumni leaders who have been authorized to represent a Truman alumni chapter/club at the annual Alumni Leadership Conference held on campus shall be offered a travel stipend at the following rates:

<u>Please select distance to Kirksville, Mo. (one-way)</u>	<u>Stipend Amount</u>
<input type="checkbox"/> 0-100 miles	Up to \$100
<input type="checkbox"/> 101-300 miles	Up to \$200
<input type="checkbox"/> 301-500 miles	Up to \$250
<input type="checkbox"/> 501-1,000 miles	Up to \$300
<input type="checkbox"/> 1,000+ miles	Up to \$350

Notes:

- The **original** itemized receipts must be submitted with this expense form.
- No stipend shall exceed actual expenses.

I would like to donate my Travel Stipend reimbursement as a gift to the Truman State University Foundation.
 Donation designation (specify fund or scholarship): _____
View list of Truman State University Foundation funds & scholarships at giving.truman.edu/FundsList.asp
 Signature: _____ Date: _____

Alumni Board Meeting Travel Stipend Expense Form

Name: _____

Meeting Date/s: _____

Travel Information (List type of expense)	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Total \$ _____

I verify that the information submitted is accurate.

Signature: _____ Date: _____

Please attach all appropriate **original copies** of all receipts/bills on 8.5 x 11 sheets of paper, and submit along with this form to: Denise Smith, Alumni Director, Truman State University, Office of Advancement, McClain Hall 205, 100 E. Normal Ave., Kirksville, MO 63501.

For more information, call (660) 785-4133 or email alumni@truman.edu.