



International Market Square
275 Market Street, Suite 54
Minneapolis, MN 55405

MDT Team Member - Reimbursement Form

Complete and sign this form for reimbursement of mileage and pre-approved expenses for promotional events, screening visits, community visits, follow-through visits, or other related Steering Committee activities (excluding monthly meetings, retreat, outings, etc). Complete one form for each community.

Community/ Activity _____ Date _____

(Print clearly)

Participant Name _____

Address _____

City/State/ Zip _____

Tel (W) _____ Tel (H) _____ Email _____

**Expenses must be pre-approved by MDT Team Leader(s) prior to purchase. If the expenses are not pre-approved, AIA Minnesota/MDT does not guarantee re-imburement.*

Expenses (attach receipts)

Mileage	_____ Miles x \$0.575/mile (3 or more in vehicle)	\$ _____
	_____ Miles x \$0.48/mile (2 in vehicle)	\$ _____
	_____ Miles x \$0.34/mile (1 in vehicle)	\$ _____

Names of Passengers _____
(Print clearly) _____

Meals	Reimbursement to a maximum of \$10.00	\$ _____
Other	Other expenses to be pre-approved by team leader*	
	Description: _____	

Total Expenses \$ _____

I confirm that the expenses listed herein were incurred by me for this MDT project.

Participant Signature _____ Date _____

MDT Treasurer Approval

Signature _____ Date _____

Please sign, date, and return this form to the following address. *Thank you.*

AIA Minnesota Attn: MDT, 275 Market Street, Ste. 54, Minneapolis, MN 55405
612/338-6763, larkin@aia-mn.org

Note: Reimbursement checks are created on the 15th and the last day of each month.