

WISCONSIN MASTER GARDENERS ASSOCIATION

REIMBURSEMENT OF BOARD EXPENSES

- Mileage Rate .67/mile (effective 2024)
- Board members are entitled to reimbursement for mileage for Face-to-Face meetings including meetings at Annual Conferences, Special Committee Meetings, and the UW- Extension Advisory Committee. Carpooling is highly encouraged.
- Local Representatives are not entitled to mileage reimbursement for meetings as the local associations are responsible for reimbursing their local representatives.
- A Request for Reimbursement Form must be submitted for approval and payment. The Request for Reimbursement Form must be submitted within one (1) month of the meeting. Requests received after that date will be denied.
- Board members are NOT required to submit a Request for Reimbursement if they choose NOT to be reimbursed for their mileage expenses.

WISCONSIN MASTER GARDENERS ASSOCIATION

REQUEST FOR REIMBURSEMENT

NAME: _____

EMAIL AND MAILING ADDRESS: _____

CITY: _____ : _____ ZIP: _____

AMOUNT REQUESTED: \$ _____

Signature: _____ **Date:** _____

JUSTIFICATION FOR REQUEST

(Explain in detail what you are requesting reimbursement for, including date of expense.)
Please attach receipts when applicable.

Office Use Only:

Date Received: _____ , 20 ____

Amount Requested: \$ _____

Date Paid: _____ , 20 ____

Amount Paid: \$ _____

Check Number _____