

## SDASCOE APPLICATION FOR PAYMENT

Please complete the applicable items for reimbursement based upon current SDASCOE policies. Please provide receipts for reimbursement as indicated.

**NAME - TITLE**

\_\_\_\_\_

**MAILING ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

**DATE OF EVENT**

\_\_\_\_\_

**EVENT - EXPLANATION**

\_\_\_\_\_

### **PART A - AUTHORIZED EXPENSE REIMBURSEMENT - NON TRAVEL ITEMS**

*Scholarship Item for NWA Rally or NASCOE Convention, postage, or other approved transaction related to SDASCOE operating expenses. Attach documentation with receipts and purpose of expense*

### **PART B - LOCAL TRAVEL EXPENSE - SDASCOE EVNTS ONLY:**

*Use this section for only for local Meetings or State Convention*

\_\_\_\_\_ *Total of Items in this Section*

**Mileage** (Total Miles X Rate)

Total Miles

\_\_\_\_\_

*from place of residence*

\_\_\_\_\_

Mileage Rate

\_\_\_\_\_

*\$0.20 below prevailing POV USDA rate rounded up to nearest \$0.01*

**Lodging Expense - Motel Parking Fees**

*Attach Motel Receipt*

\_\_\_\_\_

**Registration Fee and Meals on Registration Form**

*Attach Registration Form*

\_\_\_\_\_

### **PART C - NON-LOCAL TRAVEL EXPENSE CLAIM - NASCOE EVENTS**

*Attach Non-Local Travel Worksheet - NASCOE Sposonsord Events*

\_\_\_\_\_ *Enter Total Here*

### **TOTAL AMOUNT DUE FOR EXPENSE REIMBURSEMENT**

*Total of Part A + Part B + Part C as applicable*

\_\_\_\_\_

### **RETURN COMPLETED FORM TO:**

Jessica Weets, SDASCOE Treasurer

406 S 6th Street

Milbank, SD 57252

[sdascoetreas@gmail.com](mailto:sdascoetreas@gmail.com)

*Scan/Email or Mail to Jessica*

\_\_\_\_\_  
Signature of Claimant and Date

**DATE PAID**

\_\_\_\_\_

**CHECK NO.**

\_\_\_\_\_

# NON-LOCAL TRAVEL EXPENSE WORKSHEET - NASCOE SPONSORED EVENT

Use this worksheet for NWA Rally, NASCOE Convention, or other NASCOE sponsored event

**DATES - EVENT - LOCATION** \_\_\_\_\_

## PART A - PERSONAL VEHICLE MILEAGE (Total Miles X Rate)

Total Miles \_\_\_\_\_ *Mileage Total Amount*  
*from place of residence*

Mileage Rate \_\_\_\_\_  
*\$0.20 below prevailing POV USDA rate rounded up to nearest \$0.01*

Personal Vehicle Toll Fees (Provide Receipt) \_\_\_\_\_  
*Only while driving Personal Vehicle* *Toll Fee Total*

## PART B - COMMERCIAL CARRIER EXPENSE (Receipts Required)

*Airline, Train, Bus - Include Cost of Ticket, Travel Insurance, Luggage Fees, Terminal Parking Fees*

## PART C - RENTAL VEHICLE COSTS (Receipts Required)

*As authorized according to travel policy - include Fuel Costs or Toll Fees incurred while using rental*

## PART D - MEALS & INCIDENTAL EXPENSES (M&IE)

*Number of Days determined by SDASCOE Travel Policy* \_\_\_\_\_ *Total of M&IE*

First Day of Travel (75% of Rate) \_\_\_\_\_

Full Rate \_\_\_\_\_ # of Days \_\_\_\_\_ Total \_\_\_\_\_

Last Day of Travel (75% of Rate) \_\_\_\_\_

## PART E - LODGING

No. of Nights \_\_\_\_\_ Total \_\_\_\_\_

*Including any motel parking fees - number of nights according to SDASCOE travel policy*

## PART F - REGISTRATION FEE and UBER/LYFT/Taxi/Bus/Metro, etc fees

*Basic Registration Fee (No Late Fee) - Provide Registration Form*

**UBER/LYFT/Taxi/Bus/Metro, etc fees**

*Provide Public Transportation Receipts*

## PART G - MINUS NASCOE STIPEND AND/OR ADVANCE PAYMENT

*NASCOE provides stipends directly to Alt Execs, National Committee Chairs, DSA Winners, etc*

## TOTAL AMOUNT DUE FOR NON-LOCAL TRAVEL

*Part A + Part B + Part C + Part D + Part E + Part F minus Part G*

\_\_\_\_\_ *Transfer to Part C of Application for Pmt*