



# KLEINE MÜNSTERLÄNDER GROUP NORTH AMERICA

## Judge Reimbursement Form

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

This form is to be used for claiming reimbursement of expenses incurred by any person traveling on Official KLM-GNA business. A summary of Travel Reimbursement Policies is included with this form. Please return this form to the **KLM-GNA Treasurer** along with all **ORIGINAL or PHOTO COPIED RECEIPTS** for payment. This form must be completed entirely before we can process your request.

Test Date: \_\_\_\_\_ Location: \_\_\_\_\_ Type of Test: \_\_\_\_\_

Date	Description	Transportation	Lodging	Fuel	Meals	Other	Total
Total Due:							

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Please use this space for comments and other information regarding reimbursements.

Mail to: **KIM-GNA Treasurer: Joe Yoder, 5420 N. Chester Road, Charlotte MI 48813**

## **Guidelines for claiming reimbursement of expenses incurred on behalf of KLM-GNA:**

Travel expenses will be reimbursed consistent, with KLM-GNA procedures. Expenses must be reasonable and adequately documented so as to satisfy the KLM-GNA Treasurer and KLM-GNA Director of Testing, auditors and the IRS regulations. Original receipts or quality photocopies are required for all items to be reimbursed. These receipts must be submitted with your expense report to qualify for reimbursement. This form must be completed in its entirety and be submitted within 30 days after travel to be eligible for reimbursement.

The KLM-GNA Treasurer and the KLM-GNA Director of Testing are responsible for questioning expenses, which appear excessive or are unsubstantiated. Reasonable and documented expenses in the following categories will be reimbursed without question:

### **Travel**

1. Necessary air and rail fare not to exceed coach class. Maximum airfare reimbursement is the least expensive non-refundable fare.
2. Personal automobile travel will be reimbursed for fuel receipts submitted. If more than 1 person travels in the same automobile, only one person may claim reimbursement for such transportation expenses.
3. Necessary car rental expenses.
4. Necessary parking, shuttle, bus, road tolls and other transportation expenses.

### **Lodging**

1. Reasonable, comfortable accommodations.

### **Meals**

1. Individual and reasonable meals.

### **Other Expenses**

1. Other miscellaneous expenses must be listed and fully described.

For questions regarding the reimbursement guidelines and submission of this form, please contact the KLM-GNA Treasurer:

Joe Yoder

Phone - (517) 667-0320

Email: [joeyoder12@gmail.com](mailto:joeyoder12@gmail.com)