

**Municipal Analysts Group of New York  
Speaker's Travel Expense Reimbursement Request**

**Please note:** Expense reimbursement is not available to MAGNY members, investment bankers, salespersons, individuals whose firms stand to benefit from the exposure to our membership or any individual whose firm regularly pays for the travel expenses for speaking engagements (and thus does not need MAGNY funding to attend a program).

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Checks should be made payable to: \_\_\_\_\_

**Expense Instructions:** Please submit expenses that your employer will not reimburse. If employer is willing to pay partial expenses, e.g., airfare, please request MAGNY reimbursement of other eligible expenses only.

MAGNY will pay up to 24 hours' worth of eligible expenses. Speakers are welcome to stay for the duration of the event (with complimentary registration), but expenses beyond the 24-hour period are not eligible for reimbursement.

Meals: \$ \_\_\_\_\_ Only meals that are not offered as part of the MAGNY program of events will be eligible for reimbursement, e.g., if the meeting offers breakfast, we cannot reimburse a breakfast expense. We are not able to reimburse for alcoholic beverages.

Airfare: \$ \_\_\_\_\_ Coach only. Reservations must be made prior to 2 weeks before the scheduled travel and the cost of airfare must be pre-approved by the MAGNY Treasurer.

Transfers: \$ \_\_\_\_\_ Shuttles and cabs/Uber/Lyft are permitted. Rental cars and limousines are not covered.

Hotel Room and Tax: \$ \_\_\_\_\_ Cannot exceed \_\_\_\_\_. Room service, phone, internet, mini bar and any other extraneous expenses are not covered.

Total Expenses Submitted: \$ \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_ Date: \_\_\_\_\_

*Receipts (or copies) must be submitted with this form. You may submit scanned copies to \_\_\_\_\_, or send via USPS to \_\_\_\_\_*