

Welcome to the World of TMTA Committee Work!

(as of August 18, 2020)

TMTA values the time you spend helping to improve our programs and offering more opportunities to the young musicians in Texas. So, although we are not able to compensate you for that time, we are most happy to provide reimbursement for expenses you might incur in fulfilling your duties in TMTA.

The TMTA Fiscal Year is October 1 through September 30 of the following year. The Budget is prepared in the summer at the Officers Summer Meeting and approved by the Executive Board after that. Should you have any special requests for funding, please communicate those to the appropriate Chair, Coordinator, or Director in time for this request to be considered at the Officers Summer Meeting.

This is a very basic guide as to what expenses might be reimbursed to you and the procedures to follow to get that reimbursement. This information is found in the *Policies & Procedures* manual.

Several overriding concepts:

1. Receipts are required for any reimbursement. The IRS is very adamant about this!
2. TMTA is a Texas Sales Tax exempt organization, so does not reimburse sales tax on purchases. A Texas Sales Tax Exemption form is available from the VPBA, and can be presented to stores. If you are purchasing items from Office Supply Stores, you can use the following numbers and they shouldn't charge you this tax:
 - a. Office Depot - 2407 2381
 - b. Staples - 391 635 3349
 - c. MTNA Office Depot (2 1/2 cent single-sided copies) 80131538482 (If the TMTA number is entered by the salesperson first, one should be able to get this discount and no sales tax.)
3. To be reimbursed, the items must be directly used in your duties for TMTA.
4. All expenses must be reimbursed in the fiscal year the expenses are incurred. Please submit all Expense Report Forms by September 1, but preferably closer to the time the expenses were incurred.

Application for Reimbursement

1. On the TMTA Website, you will find an Expense Form (under the Forms menu) to fill out to request reimbursement.
2. Please use one form for expenses relating to one position. Then use a separate form for another role in TMTA.

3. By checking "Add another expense?" a new box will appear in which to list the additional expense. The form will total all of these expenses for you.
4. After listing all of the expenses, click Submit. You will then receive an email confirming the submission, and giving you the address where you need to send the receipts. If you have the ability to scan your receipts, these scans are also accepted by email.
5. Once the receipts have been received by the VPBA, and verified, a check will be written to you. Please check that you have entered your correct address on the Expense Report form to avoid any delays with the post office delivering the check to you.

What items are reimbursable?

The complete list of items is found in the Policy and Procedures manual. Here are the items applicable to most Chairs, Coordinators, and Committee Members.

1. Copies made on home printers are reimbursed at \$0.10 per side.
2. Expenses for any committee that meets outside of the TMTA Convention must have prior Officer or Board approval. Approved expenses for such meetings include travel and lodging.
3. Reimbursement for stationery, postage, and other incidental expenses incurred in the performance of their responsibilities shall be made to the officers, chairs, coordinators and committee members.
4. TMTA will not reimburse state sales tax or Texas hotel occupancy tax. Tax-exempt forms are available from the VPBA, website or TMTA Office.
5. Travel
 - a. The lowest coach fare should be secured via the internet or preferred airline (usually by 21-day advanced booking.)
 - b. The VPBA should be notified if airport transportation is required. Shuttle or taxi fees should be approved before reimbursement.
 - c. Mileage will only be reimbursed at \$.45 per mile up to the lowest airfare.
 - d. Overnight stays must be approved by the VPBA. TMTA will not pay for incidentals such as room service and telephone charges.