

## **Memorandum For Chapter and Council Leaders on Travel Reimbursement for 2022 LOE Awards Dinner and Annual Meeting of the Membership**

Date: 24 October, 2022

From: Council and Chapter Affairs

Re: LOE Awards Dinner and Annual Meeting of the Membership, October 27-28, 2022

The LOE Awards Dinner and associated events will be held October 27-28 at the Sheraton Kansas City Hotel at Crown Center, 2345 McGee Street, Kansas City, Missouri. Please read this information sheet in its entirety before preparing your travel claim.

Events of interest begin on Thursday evening, October 27 with a welcome dinner for LOE dinner participants and the MOAA Board of Directors and staff. On Friday, Oct 28, there will be a chapter roundtable discussion, spouse/surviving spouse summit, Chairman's luncheon with guest speaker, and the MOAA 2022 Annual Meeting of the Membership. The day concludes with the Levels of Excellence (LOE) Awards Dinner to recognize the extraordinary efforts of MOAA councils and chapters and their volunteer leaders.

### **What MOAA is providing:**

- Lodging for two nights, Thursday and Friday, Oct 27 & 28, at the Sheraton Kansas City at Crown Center for all council presidents, individual winners of the Strobridge and Surviving Spouse Liaison Awards, and presidents of LOE-winning chapters (and their spouses). These two room nights will be paid by MOAA directly to the hotel. Please do not use personal credit cards to pay for lodging on these two dates. You will be responsible for in-room meals, incidentals, additional nights, and any other charges outside of the room cost for these two nights.
- Hotel parking fees
- Thursday night welcome dinner
- Friday breakfast and lunch
- Levels of Excellence Awards (LOE) Dinner
- Saturday breakfast

### **What MOAA will reimburse:**

- **Up to \$200** for travel costs incurred by registered council presidents and LOE winning chapter presidents (or their representatives). You are only required to claim and document travel expenses up to \$200, as that will be the maximum reimbursement provided.

### **Your requirements for reimbursement:**

- Download and complete the Travel Claim Form and Daily Travel Expense Record. This form will calculate mileage and other expenses and tally them in the correct columns of the Expense



Summary section. Save copies and email the forms along with copies of receipts, the EFT form (see below) and other required documentation to [frankm@moaa.org](mailto:frankm@moaa.org).

- All funds will be disbursed via electronic funds transfer (EFT). Download and complete the MOAA ACH Blank Form to submit your personal bank information to receive the EFT.

**Important notes:**

- All travel claims, receipts and any other required documentation must be submitted by **15 November 2022** to receive reimbursement.
- MOAA will not reimburse any expenses for spouses or guests accompanying council and chapter representatives. Spouses or guests are, however, invited to attend sponsored events and meals on Thursday, Friday, and Saturday morning.
- Expenses will not be reimbursed for anyone who does not attend the Awards Dinner.
- For those registered, the optional tour of the historic sites at Ft. Leavenworth, Kansas and associated transportation and box lunch on Saturday, October 29 are complimentary.

Please contact Frank Michael at [frankm@moaa.org](mailto:frankm@moaa.org) with any questions.

Kansas City Here We Come!

Sincerely,

*FJ Michael*

CAPT Frank J Michael, USN (Ret)

Program Director, Council and Chapter Affairs

[frankm@moaa.org](mailto:frankm@moaa.org)

858-442-9189