



Travel Expense Reimbursement Appendix Policy and Procedure, and Show Locations

Policy and Procedure

Travel reimbursement is only available for towing trailers containing 4D modules and/or equipment to train shows and other functions. You must complete the Travel Expense Reimbursement form to get paid. Reimbursable expenses are limited to mileage from the trailer's home location to the show site and back, parking fees, bridge tolls, and ferry tolls. You must include a receipt for parking and tolls. Travel reimbursements for other persons or other expenses require prior approval by the 4D Board of Directors.

Travel expenses will be charged to your group's 4D expense budget. Estimates for travel should be included in your group's annual expense budget request.

Calculating Miles

Use Google Maps to determine the mileage between the trailer's storage location and the show site. Multiply that distance by two. You may optionally attach a printout from Google Maps so mileage may be verified.

If the trailer starts at, or is returned to, another location or makes stops along the way, list each distance separately and total the miles. If the trailer cannot be parked at the show site and must be towed empty to another location, those trips are also reimbursable. Trips to drop off or collect modules at group member's homes are also reimbursable.

Calculating Reimbursement

Multiply the total miles by standard IRS business mileage rate for the calendar year containing the last day of the show. Include all fractional cents/mile and round the calculation (not the rate) up to the nearest penny. The IRS updates this rate each calendar year and publishes the changes around December 1st. To find the rate, search the web for "Federal mileage rate 2" plus the year. Pick the link that contains "irs.gov." Note-For shows that span a change in rates, use the highest rate for the entire show.

Completing the Form

If the show venue is on the list below, enter its name or abbreviation in the address field. If the show is *not* on the list, you must provide the full name and address of the show venue. Contact the 4D treasurer at treasurer@4dprn.com or by mail to add venues to the list.

When the ending location is the same as the starting location, you can enter "start" or "home" in the address field instead of repeating the address.



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Here are some of the more popular train shows. Click the link to go to that spot on Google Maps.

<i>Site</i>	<i>Abbreviation</i>	<i>Address</i>
Great Train Expo	Puyallup	Puyallup Fairgrounds 110 9 th Ave SW Puyallup, WA 98371
Lynden Lions Train Show	Lynden	Northwest Washington Fair and Event Center 1775 Front Street Lynden, WA 98264
Maple Valley Train Show	Maple Valley	Gracie Hansen Community Center 27132 SE Ravensdale Way Ravensdale, WA 98051
United Northwest Train Show and Market	Monroe	Evergreen State Fairgrounds 14405 179 th Ave SE Monroe, WA 98272
Pacific Science Center Show	PSC	Pacific Science Center 200 2 nd Ave N Seattle, WA 98109
Washington State History Museum Train Show	WSHM	Washington State History Museum 1911 Pacific Ave Tacoma, WA 98402
Southwest Washington Fairgrounds Show	Chehalis	Lewis County Fairgrounds 2555 N National Ave Chehalis, WA 98532

Revision Log		
Revision	Date	Description
New		
B	11/30/2015	Added Policies and Procedures
C	1/19/2016	Calculating Reimbursement – Revised to account for shows spanning a change in rates