



## **CMAC Expense Reimbursement Instructions**

For all expense reimbursements, we use a company called Ramp.

- [Website](#)
- [iOS App](#)
- [Android App](#)

### **Account setup.**

In order to submit and be reimbursed for expenses, you need a Ramp account. Here are the steps to set up an account:

1. Send an email to [bookkeeper@cmacskiracing.com](mailto:bookkeeper@cmacskiracing.com) and ask for a CMAC Ramp account invite. Include your name and preferred email address, if different from the one you use to send this request.
2. Accept the invite. Invitations will be sent every Thursday.
3. Connect your bank account, which you can do under the “My Ramp” section.

### **Submitting expenses.**

Once you have a Ramp account with a connected bank account, you can submit expenses through the Ramp website or mobile app. Expenses will be reviewed and approved every Thursday.

### **Expense rates.**

Since CMAC is a non-profit organization, we encourage all coaches to please keep our expenses low.

- Mileage is reimbursed at a rate of \$0.625 per mile.
- Meals are reimbursed based on provided receipts, up to \$75 per day. For a given trip, if one day is over the daily rate (e.g. \$80) and another is under the daily rate (e.g. \$50), we will reimburse the full amount up to \$75 per day per trip (or \$130 in the example provided).