



Department Maryland State Fair Travel Expenses Guidelines

Reimbursement

To facilitate reimbursement for travel expenses, a mileage expense form will be provided for each member working the booth. Please note that this form should only reflect travel from your home to the fair and back home. m

Reimbursement expense forms must be submitted by the 10th of the following month. This deadline is crucial for processing claims efficiently.

It is important to highlight that members who choose to carpool will not be reimbursed for mileage; only the driver will receive reimbursement.

It is essential to clarify that any additional expenses incurred by members or their chapters during the fair will not be the responsibility of the Department of Maryland.

Respectfully submitted,

Craig E. Barnes Sr.

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