

MOUNTAINEERS BOOKS AUTHOR REIMBURSEMENT FAQ

Mountaineers Books provides a modest marketing budget to enable authors do public events in support of their newly released books. We reimburse author expenses related to transportation, meals on the day of the event, accommodations for overnight stays (when necessary) and the like. Since we are a mission-driven, nonprofit publisher, we ask that authors always seek out moderately priced goods and services. The further we stretch the marketing budget the more publicity we can support.

We ask that authors work with publicity to pre-approve author book events that require travel reimbursement. Authors should make and pay for all travel arrangements and submit invoice and receipts to publicity for reimbursement. We don't generally reimburse author travel expenses for book events that come with an honorarium paid by a third party organization.

Mountaineers Books processes reimbursement checks for authors every two weeks. You can request reimbursement as soon as you have expenses, although we recommend you wait until you have more than say \$50-100 dollars before submitting an invoice.

If you have your own invoicing system you can use that or our template. You can submit receipts as hardcopy originals, photographs, emails, or scans. The receipt should clearly show the amount paid, date and business entity.

Though not all of these expense types may be relevant for you, we can reimburse for things like:

- 1) Miles traveled to and from event by using actual (or estimated via google maps) reimbursed at the 2018 IRS rate of .545 or the 2019 rate of .58, depending on which year the travel took place (this accounts for gas and wear and tear on vehicle);
- 2) Tolls, parking or ferry reimbursement receipts;
- 3) Overnight accommodation receipts;
- 4) Meals on the days you are presenting with receipts;
- 5) Pre-approved promo and poster materials and venue costs. These would go in the "other" column.

For reimbursement it is important the receipt is legible and clearly shows the amount paid by you, the date and business entity. Receipts can be submitted in original hard copy, photo, email, or a scan. You don't necessarily need receipts from gas since we reimburse at a standard rate – just the mileage accounted for, with a note about which event it was for and the date.

Send your reimbursement information in an email (or snail mail) to Julie Briselden at Julieb@mountaineersbooks.org or Marissa Litak at Marissal@mountaineersbooks.org with an itemized invoice & images of the receipts attached. We then submit them to accounting, and we can cut you a check in about two weeks.

FREQUENTLY ASKED QUESTIONS:

Q. How long does it take after I submit my reimbursement materials for me to get a check?

A. Usually we process author checks in 2-3 weeks.

Q. I have used all of my marketing funds already. Can I get more?

A. We can re-evaluate marketing funds available for books six months after publication, when we see how sales are doing. If a book is selling well at author events, and the events are a key part of our book marketing strategy then we may be able to allocate more funds on a case by case basis.

Q. I have a marketing idea that falls outside of the usual author expenses. Can I use my author marketing funds to make it happen?

A. Probably, but ask us first to see if we think it's a good idea. The more frugal you are in your events and marketing spending, the more we can do with you.