

## Troy Education Association Expense Voucher Procedures

For full reimbursement of authorized expenses, the member shall complete the following:

- \_\_\_\_\_ 1. Retain individual, itemized receipts for the activity, including meals (credit card receipt total is not acceptable). Recommended daily total by MEA is \$30.
- \_\_\_\_\_ 2. The maximum daily total shall not exceed reasonable meal expenses for the event.
- \_\_\_\_\_ 3. There is no reimbursement from TEA for beverages containing alcohol.
- \_\_\_\_\_ 4. Mileage reimbursement includes reasonable travel as documented with member's attached city-to-city map quest.

Additional information:

- 5. Hotel receipts shall be in the acceptable range of expense for the event as provided by the coordinating committee.
- 6. If you fail to cancel a room reservation in advance and the room is unused, this bill becomes the member's personal expense.
- 7. Extraordinary expense items must be approved by two Association officers. Such expense should be listed on the voucher with the receipt(s) attached.

The treasurer has the authorization and responsibility to review all receipts prior to reimbursement according to MEA Antifraud booklet (2005) and the MEA Local Treasurers' Handbook (2006).

I understand the terms and conditions for TEA reimbursement procedures.

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Signature

Date

TROY EDUCATION ASSOCIATION  
EXPENSE VOUCHER

Name \_\_\_\_\_

Building \_\_\_\_\_

Purpose \_\_\_\_\_

Date of Expense(s) \_\_\_\_\_

All expense vouchers must be submitted within thirty (30) days of the date the expense was incurred. Vouchers for expenditures made during the summer recess must be in no later that September 15. Expense vouches must be accompanied by attached receipts or other proof of payment.

ITEMIZED EXPENSES

AMOUNT

<u>ITEMIZED EXPENSES</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL EXPENSES \_\_\_\_\_

Date submitted to TEA Treasurer \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Check Number \_\_\_\_\_