Indicate % of Time Spent

Troy Education Association Expense Voucher

Name: _____ Building: _____

Purpose of Expense: _____ Date(s) 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 than September 15th. Expense vouchers must be accompanied by accompanied by receipt for reimbursement.

Date	Description	Airfare/ Transportation	Lodging	Meals	Mileage** Current IRS Rate	Tips	Other	Total
Totals								

**Indicate mileage with proof (Mapquest or similar

_____

Signature **I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

Date Submitted to TEA Treasurer: _____ **Approved: _____** **Check Number_____**