

Indicate % of Time Spent	
100%	√
75%	
50%	
25%	

Troy Education Association Expense Voucher

Name: _____ Building: _____ Purpose of Expense _____

Home Address: _____

Address
City
State
Zip

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 receipt for reimbursement.

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

I hereby certify that the above information is true and accurate.

****Mileage must be accompanied with proof using MapQuest or similar**

Signature

Date

Date Submitted to TEA Treasurer: _____

Approved: _____

Check Number: _____