

NYSCJA

EXPENSE VOUCHER

C/O NYSCJA Treasurer

Nyscja.treasurer1@gmail.com



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NAME (please print)

Today's Date

Travel Expenses				Total
Mileage – From home address directly to the event location (round trip)		miles	x@$.10 less than IRS rate = $.66	$
Highway Tolls (include Thruway on/off exit #s)				$
Lodging (attach billing) or Officials Deduction for Single Room	# nights			**$0**
	PLEASE ATTACH ALL RECEIPTS TO THIS FORM AND THE SECOND PAGE FOR DETAILS ******IF THIS FORM IS NOT COMPLETE, APPROVAL FOR PAYMENT WILL NOT BE MADE******			
	# days			
Meals - Only NYSCJA Executive Board Members/Committee Chairs/Members unless otherwise approved by Executive Board				
Breakfast	0	# meals	@ $10	$0
Lunch	0	# meals	@ $10	$0
Dinner		# meals	@$20	$0

Total: $

Reimbursement is according to the round trip mileage chart from your home to where the event is located.

Reimbursement is only for the round trip to the designated location. If the member leaves the route to visit a friend, family or another location, that is not reimbursable.

Include a MapQuest route snapshot or similar document with voucher.

Include toll receipt(s) with voucher