

Name: _____
 Signature: _____
 Send check to: _____ School _____ Home
 Address: _____
 Phone: _____

Fort Zumwalt Education Association Expense Voucher

Reimbursement Procedure:

1. Prepare Voucher Form. Be certain ALL receipts are attached and expenses are properly itemized.
2. Submit voucher and supporting documentation to the Treasurer for approval.
3. Following authorization, the Treasurer will send a check within 2 weeks.

Please Note: All Vouchers Must Be Submitted Within 30 Days From the Incurrence of the Expense.

Expenses	Mon /	Tue /	Wed /	Thu /	Fri /	Sat /	Sun /	Mon /	Tue /	Wed /	Thu /	Fri /	Sat /	Sun /	TOTAL EACH LINE
*Breakfast															
*Lunch															
*Dinner															
*Telephone (Pres. Only)															
*Airfare															
*Hotel															
*Transportation															
**Tips															
**Other															
**Parking fees															

*Must have all receipts attached.
 ** Must provide explanation(s). (See back of sheet).

Total Expenses

Mileage Reimbursement

Total Due

Total Mileage: _____
 Passengers: _____

- Reimbursement Rate: _____
- 50% of the current IRS rate per mile for one person in a vehicle
 - (.278 per mile for 2011)
 - 75% of the current IRS rate per mile for two people in a vehicle
 - (.416 per mile for 2011)
 - 100% of the current IRS rate per mile for three or more people in a vehicle
 - (.555 per mile for 2011)

$$\frac{\text{Rate}}{\text{(times)}} \times \text{Mileage} = \text{Mileage Reimbursement}$$

Expenses occurred for what event:

Example: Committee Meeting, Delegate Expense
 Fall, Spring or National RA, Summer Academy,
 Midwest Regional, Legislative Activity,
 Negotiations, Membership,

Do Not Write Here- For Office Use Only

Approved For Payment

 Authorized Signature

 Treasurer

 Date Paid

 Check Number

Explanation of Expenses:

Week 1 _____

Week 2 _____

Expense Guidelines:

Please Note: Conference agenda noting dates, times and location of meeting(s) must be attached to this voucher. Registration for conference(s) will be made by FZEA.

Hotel:

- FZEA will pay for the rooms of delegates to conferences.
 - Delegates will share rooms or reimburse the association for half of a room if they do not share a room with another delegate.
- If the delegate wishes to arrive early or stay for a longer period of time after a conference, the delegate does so at his/ her own expense.
- Personal charges on the room bill incurred while at any conference will be the responsibility of the delegate.

Transportation:

- **Air Travel** is limited to coach class, and the Super-Saver cost limits.
 - The Association will decide on specific guidelines and procedures for delegates traveling by air to conferences at the Bldg. Rep. meetings in November and April.
 - Delegates who decide not to attend conferences after accommodations have been made are responsible for any costs occurred on his/ her behalf.
- **Mileage** costs between home and the airport, airport and home, and/or transportation to conference sites will be reimbursed with the following scale:
 - 50% of the current IRS rate per mile for one person in a vehicle
 - (.278 per mile for 2011)
 - 75% of the current IRS rate per mile for two people in a vehicle
 - (.416 per mile for 2011)
 - 100% of the current IRS rate per mile for three or more people in a vehicle
 - (.555 per mile for 2011)
- **Ground Transportation** costs for use of a taxi/shuttle between home and the airport, airport and home, and/or transportation to conference sites will be reimbursed with receipts.
- **The lesser of travel expenses shall be reimbursed should a delegate choose to use alternate arrangements to reach a conference.**
 - For example, if FZEA is sending delegates to Minneapolis, with round-trip Super-Saver airfare available for \$99, delegates choosing to drive will be reimbursed \$99 per delegate occupant, if this is less costly than the mileage reimbursement rate for which they would otherwise qualify. Another example is if a delegate chooses to take a taxi to his/ her hotel from the airport during a conference, when a shuttle is available and less costly, the cost of the shuttle will be reimbursed to the delegate. A final example is that when it is reasonable to expect a delegate to walk between his/ her accommodations and the conference site, transportation from a hotel to a conference site will not be reimbursed.

Meals:

- A delegate will submit his/ her personal receipts for all meals purchased while attending a conference (unless pre-paid meals are available, including hotel breakfasts). Reimbursement will be made from receipts which are turned in after the conference.
 - Reimbursement shall not exceed \$55 per day, or that average allotment spent while at a conference, including all tax and tipping.
 - NO alcoholic beverages will be reimbursed.

Miscellaneous:

- Housekeeping Tip- \$2.00 per day, per delegate
- Baggage Handling- \$1.00 per bag, 2 bag limit
 - Any extra baggage fees are the responsibility of the delegate.
- Taxi Tip- \$2.00 per delegate
- Airport Parking- \$8.95 per day, with receipt
 - We respectfully request that delegates try to carpool or be dropped off at the airport for any conferences requiring a flight out of town.
- Other Reasonable Parking Charges, with receipt
- One MNEA Shirt per NEA RA Delegate, with receipt
- One MNEA Night Ticket per NEA RA Delegate, with receipt