LOCAL 195

INTERNATIONAL FEDERATION OF PROFESSIONAL & TECHNICAL ENGINEERS AFL-CIO

EXPENSE REIMBURSEMENT VOUCHER

Date: _____ 20

Full Name: _____

Address: _____

City/State/Zip: _____

FOR LOCAL OFFICE USE ONLY

Local Travel	$	
Executive Board	$	
Other	$	

Approval _____

Approval _____

TOTAL AMOUNT $

_____

Member's Signature

DETAILS OF EXPENDITURES

ITEM NO.	WHO	WHEN	WHERE	WHY

EXPENSE REPORT

DATE OF VOUCHER _____ 20____

STARTING MILEAGE LOCATION	ENDING MILEAGE DESTINATION	# OF MILES	PURPOSE	MILEAGE x $.505	DATE	TOTAL

Executive Board meeting Attendance Per Diem ($40.00)		
Tolls		
Other Reimbursable Items		
RECEIPTS MUST BE ATTACHED – EXPLAIN ON BACK PAGE	**TOTAL $**	

VOUCHER INSTRUCTIONS

LOCAL 195

INTERNATIONAL FEDERATION OF PROFESSIONAL & TECHNICAL ENGINEERS AFL-CIO

EXPENSE REIMBURSEMENT VOUCHER

Date: (TODAY'S DATE) 20 (YEAR)

Full Name: (FULL NAME)

Address: (YOUR HOME ADDRESS ON FILE AT LOCAL OFFICE)

City/State/Zip: (CITY / STATE / ZIP)

FOR LOCAL OFFICE USE ONLY

Local Travel	$	
Executive Board	$	
Other	$	

Approval _____

Approval _____

TOTAL AMOUNT $

(PLEASE SIGN YOUR NAME)

Member's Signature

VOUCHER INSTRUCTIONS

DETAILS OF EXPENDITURES

ITEM NO.	WHO	WHEN	WHERE	WHY
(1)	(YOUR NAME)	(DATE)	(RUTGERS LABOR ED CENTER)	(REASON FOR TRAVEL Ex. E. Board)
(2)	(YOUR NAME)	(DATE)	(WHERE DID YOU GO)	(REASON FOR TRAVEL Ex. E. Board)

INSTRUCTIONS - EXPENSE REPORT

DATE OF VOUCHER ***(Day/Month)*** 20 ***(year)***

STARTING MILEAGE LOCATION	ENDING MILEAGE DESTINATION	# OF MILES	PURPOSE	MILEAGE x $.505	DATE	TOTAL
(Home address on file)	(Ex. Milltown office)	(Total Miles)	(Ex. Exec Board Meeting or Hearing)	Multiply Total Miles by .505	(Today's Date)	(TOTAL NUMBER OF MILES TIMES .505)
Example: 186 N. Main St. Milltown	*50 Labor Center Way, New Brunswick*	*2.5 miles*	*Meeting*	*2.5 x $.505*	*date*	*$1.26*
50 Labor Center Way	*186 N. Main Street*	*2.5 miles*	*Return trip*	*2.5 x $.505*	*date*	*$1.26*

Executive Board meeting Attendance Per Diem ($40.00)		$40.00
Tolls		
Other Reimbursable Items		
RECEIPTS MUST BE ATTACHED – EXPLAIN ON BACK PAGE	**TOTAL $**	$42.52