

MASSACHUSETTS MUSIC EDUCATORS' ASSOCIATION, INC.

EXPENSE VOUCHER

Name:	Phone:
Street:	Email:
City:	State: Zip:
Date:	

Note: Please read travel policy on reverse side. Reimbursement will be made in accordance with these policies and must be submitted within 14 calendar days to MMEA.

TRANSPORTATION EXPENSES

Date	From	To	Mileage	Description and purpose	Amount
				Air, auto, train, taxi, parking, etc.	
Total Transportation					

ALL OTHER EXPENSES

Date	Breakfast	Lunch	Dinner	Hotel	Miscellaneous	Amount
					Description	
Total of Other Expenses						

Total Expenses Incurred

PLEASE ATTACH RECEIPTS FOR ALL EXPENSES.	REIMBURSEMENT WILL BE MADE IN ACCORDANCE WITH GUIDELINES PRINTED ON REVERSE SIDE.	Your Signature: _____ Approval Signature: _____
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FOR OFFICE USE ONLY Check # _____ Amount \$ _____ Date _____	BY
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MASSACHUSETTS MUSIC EDUCATORS' ASSOCIATION, INC.

Guidelines for MMEA Expense Accounts

Travel

Persons traveling at MMEA expense are expected to use economy fares whenever possible. When an individual chooses for his own convenience to use his car rather than public transportation, he will be reimbursed at 40 cents per mile or economy air fare, whichever is less. Airport limousines rather than taxicabs should be used whenever possible. Tolls and parking will be reimbursed with receipts.

Meals, Tips, and Miscellaneous

Receipts are required. Expenses must be itemized. Alcoholic beverages are not included for reimbursement. MMEA will not be responsible for expenses of spouses who are not on official MMEA business.

Receipts

It is necessary for auditing purposes to attach receipts to expense account forms. Clear indication should be given of the disposition of personal items appearing on bills.

Promptness

MMEA will not be liable for forms received thirty days after date of activity.

Mailing address

MMEA, Inc.
P.O. Box 3886
South Attleboro, MA 02703