



The New York State Retired Teachers' Association, Inc.

8 Airport Park Blvd. Latham, NY 12110-6414

E-mail: rtaoffice@nysrta.org Web Site: www.nysrta.org

EXPENSE ACCOUNT VOUCHER

The following expenses were incurred for the meeting of
the _____ Committee held
on _____ at _____

Date

Location

Transportation:

Automobile - _____ miles at \$.25 per mile _____

Rail, Bus _____

Taxi _____

Tolls _____

Hotels: From _____ to _____ _____

Meals _____

Gratuities _____

Other _____

Total Expenses \$ _____

Date _____

Signed _____

Address _____

RECEIPTS FOR LODGING (LODGING OTHER THAN MASTER BILLED), MEALS, TOLLS
AND TELEPHONE CALLS MUST BE ATTACHED TO THIS EXPENSE VOUCHER!

COMMENTS: