

# Tuscaloosa County Education Association Voucher

(Used to reimburse expenses related to workshops/conferences)

Form must be completely filled out and receipts attached

Payee: \_\_\_\_\_

Address: \_\_\_\_\_

	Sunday Date:	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:	Saturday Date:	Line Total
<b>Breakfast</b>								
<b>Lunch</b>								
<b>Dinner</b>								
<b>Hotel</b>								
<b>Taxi/Bus</b>								
<b>Plane/Train</b>								
<b>Car Mileage</b>								
<b>Registration</b>								
<b>Parking</b>								
<b>Other*</b>								
<b>Column Total</b>								

Mileage reimbursement rate: \_\_\_\_\_

\*Other: \_\_\_\_\_

Name of activity: \_\_\_\_\_ # of Days: \_\_\_\_\_

Location: \_\_\_\_\_

Payee's Signature/Date: \_\_\_\_\_

(For Treasurer's Use Only)

Approved: \_\_\_\_\_

Date Paid/Check Number: \_\_\_\_\_

If refund due to TCEA, date received/payee's check #: \_\_\_\_\_