



Travel and Expense Voucher

Reading Education Association

1800 N. 12th Street, Reading, PA 19604

Name _____
 Address _____
 Member ID # _____

Date of Event: _____
 Description & Purpose of Event:

SECTION 1: BUSINESS TRAVEL EXPENSE									
DATE	INDIVIDUAL MEALS (RECEIPT REQ'D for \$25 or more)			SUB-TOTAL MEALS	LODGING (RECEIPT REQ'D)	LODGING TIPS	SUB-TOTAL LODGING	PUBLIC TRANSPORT	DAILY TOTAL
	BREAKFAST	LUNCH	DINNER						
TOTALS ⇨									

SECTION 2: AUTOMOBILE EXPENSE										
DATE	TRAVELING POINTS						BUSINESS MILEAGE	MILEAGE EXPENSE @\$. /MI	PARKING / TOLLS (RECEIPT REQ'D)	TOTAL
	FROM	TO	TO	TO	TO	TO				
TOTALS ⇨										

SECTION 3: GROUP MEAL EXPENSE				
DATE	NAME, TITLE & ORGANIZATION OF PERSON(S) IN ATTENDANCE	TIME & PLACE	NATURE & PURPOSE OF MEETING	AMOUNT (RECEIPT REQ'D)
			TOTAL ⇨	

MISCELLANEOUS		
DATE	ITEMS	AMOUNT
	TOTALS ⇨	

EXPENSE SUMMARY	AMOUNT
1. MEALS	
2. LODGING	
3. PUBLIC TRANSPORTATION	
4. AUTOMOBILE EXPENSE	
5. PARKING/TOLLS	
6. GROUP MEAL EXPENSE	
7. MISCELLANEOUS	
TOTAL EXPENSE	
LESS ADVANCE due to REA	
AMOUNT DUE MEMBER	

SIGNATURE _____ DATE _____
 TRAVELER'S SIGNATURE

APPROVAL _____ DATE _____
 AUTHORIZING OFFICIAL