



# UPMA RETIRED TRAVEL AND EXPENSE VOUCHER

Charge To: \_\_\_\_\_

Pay to the Order of: \_\_\_\_\_

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

Date: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Purpose: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### PURPOSE OF REIMBURSEMENT:

Travel Dates							TOTALS
Public Transportation							
Mileage Allowance (# _____ miles x rate)							
Hotel							
Meals							
Registration Fees							
Arrive & Depart Tips							
Postage							
Parking							
Misc. _____							
<b>TOTALS</b>							

### Instructions: Read Carefully

- A. Receipted hotel bills and all public transportation vouchers must be attached to this voucher, if actual expenses are paid.
- B. Expense items must be clearly and correctly identified and must represent monies actually expended on official business on behalf of the Association.
- C. When credit cards are used, receipts are to be attached to this voucher, if actual expenses are paid.
- D. Other expenses must be detailed below or on the reverse side.
- E. Elected Officers ONLY Per Diem: Brkfst (\$10), Lunch (\$10) Dinner (\$20)  
If spouse is authorized: Breakfast (\$5), Lunch (\$5), Dinner (\$10).  
**Do not request reimbursement when meals are provided.**
- F. Complete total voucher both down and across.
- G. Comparison air/auto must be submitted if travel by auto. Lower paid. Vouchers over 30 days must have explanation for tardiness attached and submitted through the National President to the Executive Board for approval. Vouchers over one year will be denied.

**Signature of Payee**

**This voucher must be submitted to the NATIONAL PRESIDENT within 30 days.**

**Approved:** \_\_\_\_\_  
National President - UPMA Retired

**Date Approved** \_\_\_\_\_

**Voucher #**

**CERTIFIED CORRECT IN THE AMOUNT OF:** \$ \_\_\_\_\_

**Date Paid** \_\_\_\_\_ **Check #** \_\_\_\_\_

\_\_\_\_\_  
National Treasurer - UPMA Retired