

# Locust Valley School Employees Association Expense Voucher

When filling out voucher please:

- **PRINT**, unless otherwise specified;
- Specify how expense was incurred (i.e. travel, conferences, postage, supplies, secretarial, telephone, publications, etc.);
- Attach **original** receipt, credit card slip, invoice or statement to voucher. Payment cannot be made without these supporting documents.
- Forward to: **Mary Jane Mulstay, Locust Valley High School**

**Make Check Payable to:**

Name: _____	Phone: _____
Address: _____	School: _____
_____	Home: _____
_____	_____

**Briefly describe the event associated with this Expense Statement** (e.g., Board of Ed Mtg, Conference, etc.)

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**Miscellaneous** (e.g., Secretarial Services, Office Supplies, Postage, etc.)

Date	Description	Quantity	Unit	Rate/Unit	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Miscellaneous Total =</b>					_____

**Meals** (Please indicate cost with number of people served in ( ) e.g.; \$36.42 (2))

Date	Breakfast	Lunch	Dinner	Amount
_____	( ) _____	( ) _____	( ) _____	_____
_____	( ) _____	( ) _____	( ) _____	_____
_____	( ) _____	( ) _____	( ) _____	_____
_____	( ) _____	( ) _____	( ) _____	_____
_____	( ) _____	( ) _____	( ) _____	_____
_____	( ) _____	( ) _____	( ) _____	_____
<b>Meals Total =</b>				_____

**Transportation** (e.g., Mileage at \$0.50/mile (Source: IRS Year 2010), Tolls, Taxi, Parking, Airline Tickets)

Date	Description	Quantity	Unit	Rate/Unit	Amount
_____	<i>Mileage</i>	_____	<i>mi</i>	<i>\$ 0.500</i>	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Transportation Total =</b>					_____

**Accommodations** (e.g. Conference Lodging)

Date	Description	Quantity	Unit	Rate/Unit	Amount
_____	<i>Lodging</i>	_____	<i>day</i>	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Accommodations Total =</b>					_____

\_\_\_\_\_  
Signature of Member Requesting Payment

\_\_\_\_\_  
Signature of President

**Grand Total =** \_\_\_\_\_

**Less Advances =** \_\_\_\_\_

**Total Due =** \_\_\_\_\_