

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.)

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

Date	Description	Quantity	Unit	Rate/Unit	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Miscellaneous Total =					_____

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

Date	Breakfast	Lunch	Dinner	Amount
_____	() _____	() _____	() _____	_____
_____	() _____	() _____	() _____	_____
_____	() _____	() _____	() _____	_____
_____	() _____	() _____	() _____	_____
_____	() _____	() _____	() _____	_____
_____	() _____	() _____	() _____	_____
Meals Total =				_____

Transportation (e.g., Mileage at \$0.51/mile (Source: IRS Year 2011), Tolls, Taxi, Parking, Airline Tickets)

Date	Description	Quantity	Unit	Rate/Unit	Amount
_____	<i>Mileage</i>	_____	<i>mi</i>	<i>\$ 0.510</i>	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Transportation Total =					_____

Accommodations (e.g. Conference Lodging)

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

Signature of Member Requesting Payment

Signature of President

Grand Total = _____

Less Advances = _____

Total Due = _____