

# MPEA VOUCHER

Make Check Payable to: \_\_\_\_\_  
(name and MPEA title)

Address: \_\_\_\_\_  
Street City State Zip Code

Date Submitted \_\_\_\_\_

Itemized list of actual expenditures: Attach receipts or other supporting documents.

**Miles traveled** \_\_\_\_\_ x current IRS rate = \$ \_\_\_\_\_

List passengers \_\_\_\_\_

**Lodging** (list dates) \_\_\_\_\_ \$ \_\_\_\_\_

**Food** (list meals e.g.: 9/21/99 breakfast)

\_\_\_\_\_  
\$ \_\_\_\_\_

**Other** \_\_\_\_\_  
\$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

Description/Purpose of Expenditure: (Specify bargaining conference, meals for bargaining team, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *For Treasurer's use:*

Amounts to be subtracted from different accounts:

Amount:	Account:	Amount:	Account:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved by \_\_\_\_\_

Date Paid \_\_\_\_\_

Check Number \_\_\_\_\_