

TEEA Board Members' Expense Reimbursement

This is an example. Use carbon form provided by the TEEA Treasurer.

Date _____ Purpose _____

Name _____

Position _____

Address _____

Mileage: (1) ENDING Odometer Reading

(2) BEGINNING Odometer Reading

(3) Total Mileage (1) - (2) = _____ miles

Expense = Total Mileage (3) x .50/mile.....

Air Fare

Hotels and Tips

Printing and Copying.....

Postage

Materials.....

Telephone

.....

.....

Total.....

Approved _____

Expenditures Committee/ TEEA President

TEEA Treasurer

Date Paid _____ Check # _____

Note: Receipts must accompany all reimbursement requests.

All checks must be cashed within 90 days of the date of the check being issued. If damaged, the check must be returned to the TEEA Treasurer before the replacement check can be issued. Lost checks cannot be replaced until sufficient time has passed to presume the lost check has not been cashed by another person.