

Fraser Cascade Teachers' Association Expense Voucher

This form is for use by FCTA Members representing the Association on authorized business. (i.e. Executive Meetings, Committees etc)

Event Name or Description

Date

Expenses

Receipts are not required for travel by auto, meals or childcare.

1. (a) Travel by car from _____ to _____
_____ kms @ .50 per km = _____
- (b) Travel by other means = _____
(explain and attach receipts)
2. Meals _____ Breakfast @ \$12 = _____
_____ Lunch @ \$14 = _____
_____ Dinner @ \$24 = _____
3. Lodging (detail) = _____
(when staying with family etc, no receipt. Claim \$25)
4. Other Expenses (explain) = _____
Advance = _____

Members Signature

Treasurer

Date

President