

Fraser-Cascade Teachers' Association

Expense Voucher

This form is for use by FCTA Members representing the Association on authorized business. (eg. Executive Meetings, Committees etc.) Members must receive prior approval for exceptional circumstances.

Event: _____

Date: _____

Expenses

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

1. a) Travel by auto from _____ to _____.
_____ km @ \$0.54 per km = _____

b) Travel by other means . . . explain and attach receipt(s)
_____ = _____

2. Meals:
_____ Breakfast @ \$14.00 = _____
_____ Lunch @ \$16.00 = _____
_____ Dinner @ \$26.00 = _____

3. Lodging _____ = _____
(when staying with family etc, no receipt, claim \$25.00)

4. Other expenses (explain) _____ = _____
(use back if necessary)

Advance = _____

Total = _____

Member's name printed

Member's signature

Date

Approval signature

