



# Minnesota Technology Education Association Reimbursement Voucher

(Type or print legibly please!)

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

100 – Meals:	.....	_____
200 – Mileage:	\$. <u>  .40  </u> (per mile) x _____ miles .....	_____
200 – Travel Expense:	_____	_____
300 – Phone:	.....	_____
400 – Lodging:	.....	_____
500 – Banquet:	.....	_____
600 – Postage:	.....	_____
700 – Honorarium:	.....	_____
800 – Supplies:	_____	_____
800 – Supplies:	_____	_____
800 – Supplies:	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
Total:	.....	_____

**Please include copies of all receipts and invoices with this voucher.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The MTEA will not issue a check for a Repayment Voucher without the signature of the President. Forward to the President of the MTEA for authorization.



**(MTEA use)**

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

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Date paid: \_\_\_\_\_ Check No.: \_\_\_\_\_ Account No.: \_\_\_\_\_