

TRAVEL EXPENSE VOUCHER

Portland Maine Area Local 458
 P. O. Box 6800
 Scarborough, Maine 04070 Telephone: 883-4003



Name:
Address:
City, State & Zip Code:

Purpose:
Location:
Date From: Date To:

EXPENSES - All receipts must be attached to voucher. Describe expense below.

TRAVEL	AMOUNTS	
Air -		
Automobile (mileage rate 58 cents (2019)) -		
Rental Car -		

HOTEL		
Room (including phone and taxes) -		
Tips -		

MEALS		
Food (including tips) -		

MISC TRAVEL		
Parking		
Tolls -		
Tips -		
Taxi -		
Registrations -		

MISC EXPENSES		
Contributions & Donations		
Gifts, Prizes and Awards		
Postage -		
Office Supplies -		
Misc Expenses -		
	TOTAL EXPENSES	

Signature:	Date:
Approved By:	Date:
Date Paid:	Check# Issued: