



EXPENSE VOUCHER - NALC BRANCH 849

Pay to _____ Date _____

PAID TIME (paid at top Step-City Carrier Table 1 on pay chart)

Date(s) Incurred _____

Reason _____

Pay rate per hour \$ _____ Hours Requested _____

Total Requested \$ _____

MILEAGE

Date(s) Incurred _____

From _____

To _____

Reason _____

Rate per mile \$ _____ Miles (roundtrip) _____

Total Requested \$ _____

LODGING

Date(s) Incurred _____

Reason _____

Rate per Day \$ _____ No of Days _____

Total Requested \$ _____

PER DIEM

Location _____

Reason _____

Rate (first and last day of travel) \$ _____

Rate (full day) \$ _____

Rate (other) \$ _____

Total Requested \$ _____

OTHER EXPENSES

_____ Amount \$ _____

_____ Amount \$ _____

_____ Amount \$ _____

_____ Amount \$ _____

Total Requested \$ _____

Total Amount Requested on this Voucher \$ _____

ATTACH ALL RECEIPTS TO VOUCHER BEFORE SUBMITTING TO BILLS COMMITTEE-----

Voucher Submitted by _____ (signature)

Approved by Bills Committee _____ Date _____

Approved by Vote of Membership Date _____ Warrant # _____ Check # _____ Date Paid _____

Per Branch 849 Bylaws, Article V, Section 2: "Reimbursement for... expenses **MUST** be submitted by voucher within 30 days of when the expense was incurred. An extension of up to an additional 30 days may be granted by vote of the Branch. Failure to request reimbursement within this time frame will lead to a forfeiture of such reimbursement."