

# PA PRINCIPALS ASSOCIATION EXPENSE VOUCHER

(Please Note: This form is a writeable PDF. You may type directly into the document, save it and attach to an email to submit. Receipts must accompany vouchers to be processed.)

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

DATES						TOTAL
EVENT	Check (✓) one	Check (✓) one	Check (✓) one	Check (✓) one	Check (✓) one	
Alternative Funding						
Nat'l Convention						
State Conference						
Executive Board Mtg.						
Committees						
Staff Travel						
Travel: From						
To						
To						
Total Mileage						
Travel Expenses:						
Auto x 67¢/mile						
*Plane						
*Rail						
*Taxi						
*Tolls						
*Parking						
Tips (other than meals)						
*Meals (incl. tips)						
Bkfst						
Lunch						
Dinner						
*Lodging						
**Group Meal Expense						
Miscellaneous Expense						

\*RECEIPTS REQUIRED IF NOT REQUESTING PER DIEM (please scan receipts, save with date/line item and submit with voucher.) GRAND TOTAL  
**TOTAL EXPENSES \$**

\*\*LIST NAMES OF THOSE IN ATTENDANCE & PURPOSE OF MEETING UNDER REMARKS

Remarks \_\_\_\_\_

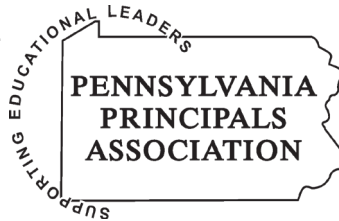
I hereby certify that the expenses reported above are correct and complete for the period stated.

Vouchers will be processed within 30 days.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

RETURN TO: Ashley Haynesworth  
PA Principals - 122 Valley Road  
Enola, PA 17025



OFFICE USE ONLY

Date Paid \_\_\_\_\_  
 Amount Paid \_\_\_\_\_  
 Account \_\_\_\_\_  
 Check No. \_\_\_\_\_

The policy of the Association is to make reimbursement for necessary travel expenses. However, a person traveling is expected to be **conservative** in their choice of **lodging, meals, and method of travel**, as if the individual were incurring personal expenses. In addition, transportation ticket stubs, receipts for food, and receipted hotel bills must be attached to an expense account (**or scanned and submitted with electronic voucher**) to support claims. **No expense vouchers will be processed without these supporting documents.**

**WE WILL NOT REIMBURSE MORE THAN 67¢ PER MILE. IF TRAIN OR PLANE IS LESS, YOU WILL BE REIMBURSED THE TOTAL AMOUNT; HOWEVER, IF MORE, YOU WILL BE REIMBURSED ONLY 67¢ PER MILE, THE SHORTEST DISTANCE BOTH WAYS.**

Reimbursement will be made for the following expenses:

- 1. PLANE:** Coach or economy class fare, except when airlines provide only first-class accommodations, excursions or special fares when applicable.
- 2. TRAIN:** Coach class fare only for short daytime trips. For longer overnight trips, previous authorization is required for reimbursement for Pullman accommodations (roomette or duplex) plus meals en route.
- 3. PRIVATE AUTO:** For long distance travel, if air or rail transportation is available but an individual or individuals choose to travel by private car, maximum reimbursement will be for one roundtrip air fare at the lowest applicable rate (exclusive of tax). Tolls and parking will be reimbursed to the extent it proves to be no more expensive than roundtrip travel to and parking at the airport. Meals and lodging en route are not reimbursable.
- 4. RENTAL CAR:** If necessary, reimbursement will be 67¢ per mile. This applies if no other mode of transportation (plane, train, or bus) is available. If two or more travelers are attending the same meeting, it is assumed that joint transportation will be arranged. (Prior approval required.)
- 5. FOOD:** The daily flat rate meal allowance shall be determined annually using the U.S. General Services Administration's Meals & Incidentals (M&IE) rates for the city of Harrisburg (found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>). This includes tax and tip. If a meal is provided as part of the PA Principals Association activity or meeting, there will be no reimbursement for any other meal.
- 6. LODGING:** All rooms will be reimbursed. However, it is expected that the individual will be conservative in the choices.
- 7. BUS AND TAXI:** Local bus and taxi fares, if necessary, subject to itemization if more than usual amounts.
- 8. NOT REIMBURSABLE:** Items on a hotel bill such as personal long-distance calls, valet parking, bar charges, laundry, etc., are considered personal expenses and are not reimbursable. Claimed long distance telephone charges must be explained in sufficient detail to permit review and reimbursement approval.

**The Association Treasurer is directed to enforce the foregoing policy and to make only such exceptions as are clearly required in the interests of the Association and equitable treatment for those who travel on its behalf.**