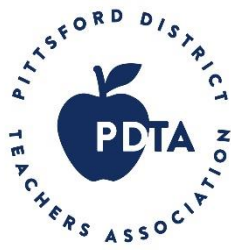


Staple documentation supporting all expenditures (i.e., receipts, invoices, memos)



Pittsford District Teachers' Association

Expense Reimbursement Voucher

Name:
Purpose of Expense:

Date of Expense	Expense Item	Miles Driven	Amount of Expense
Total Due			\$

Provide full explanation of each expense item. Example: # of miles driven, tolls, parking fees, public transportation costs, hotel charge, meals, etc. Alcohol will not be reimbursed. **PLEASE CALCULATE YOUR MILEAGE EXPENSE AND INCLUDE ABOVE. 2022 mileage rate = .585**

Signature Date

Approved by Date