

Travel Expense Voucher  
Northeastern District C&MA

Name: \_\_\_\_\_

Date \_\_\_\_\_

Address: \_\_\_\_\_

Expense in connection with:

\_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_

Other: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Auto: \_\_\_\_\_ miles @ 70¢ per mile = \_\_\_\_\_

☐ One Way ☐ Round Trip

Other: ☐ Bus ☐ Train ☐ Plane \_\_\_\_\_

Please attach receipts and include  
your address above. Thanks!

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Tolls and Other Incidentals  
(Please itemize incidentals on back) \_\_\_\_\_

TOTAL: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Account No. \_\_\_\_\_

Check No. \_\_\_\_\_

Check Date \_\_\_\_\_

Rev. 1/25

Travel Expense Voucher  
Northeastern District C&MA

Name: \_\_\_\_\_

Date \_\_\_\_\_

Address: \_\_\_\_\_

Expense in connection with:

\_\_\_\_\_

\_\_\_\_\_ Committee

\_\_\_\_\_

Other: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Auto: \_\_\_\_\_ miles @ 70¢ per mile = \_\_\_\_\_

☐ One Way ☐ Round Trip

Other: ☐ Bus ☐ Train ☐ Plane \_\_\_\_\_

Please attach receipts and include  
your address above. Thanks!

Lodging \_\_\_\_\_

Meals \_\_\_\_\_

Tolls and Other Incidentals  
(Please itemize incidentals on back) \_\_\_\_\_

TOTAL: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Account No. \_\_\_\_\_

Check No. \_\_\_\_\_

Check Date \_\_\_\_\_

Rev. 1/25