

# TPTA EXPENSE VOUCHER

**Date:** 11/10/2017  
(mm/dd/yyyy)

**Payment Due Date\*\*:**   
\*\*Checks are issued the 15th and last day of the month.

Account Code	Class (District)	Expense Description <small>(receipts must be submitted with this voucher)</small>	Amount in Dollars
7402	GEPD	TRAVEL: Flight to attend 2017 TPTA Annual Conference as elected GEPD rep to the Texas Assembly	\$ 275.00
7402	GEPD	LODGING: Hotel Magnificant	\$ 375.00
	GEPD		
	GEPD		
	GEPD		
	GEPD		
<b>ACTUAL EXPENSES TOTAL</b>			<b>\$ 650.00</b>

<b>REIMBURSEMENT REQUESTED</b> <small>(based on max reimbursement rates below)</small>	<b>\$ 300.00</b>
---	------------------

**Name:** Jane P. Therapist

**Address:** 1234 Rehab Lane  
El Paso, TX 79920

**FOR APPROVAL: Email Voucher and Receipts to Treasurer and Cc Chair**

**Treasurer:** Bryan Boyea, gepd.treasurer@outlook.com

**Chair:** Kirby Smith, gepd.chair@outlook.com

**Account Codes for Common Expenses**

- 7401: Travel - Chair, 1<sup>st</sup> & 2<sup>nd</sup> VC, Treasurer, Secretary
- 7402: Travel - Assembly Reps to AC
- 7403: Travel - APTA Delegate to HOD Mtg
- 7122: Events - Fundraising (Job Fair, Fun Run)
- 7123: Events - Mtgs (District, Exec Comm)
- 7124: Events - CCU Seminars
- 7140: Grants & Scholarships
- 7150: Honorariums (for Speakers)

**Maximum Allowable Reimbursement:**

- Assembly Rep to Annual Conf.: \$300 (travel + lodging)
- APTA HOD: \$1500 (travel + lodging)
- BOD Mtg: \$300 travel + Required lodging
- Driving Mileage: \$0.14 mile (2018 IRS charity rate)

Revised: 04Jan2018

**PASTE RECEIPTS BELOW AND SEND AS EXCEL FILE**