



# Governance Expense Voucher

# AP

*For Accounting use only*

PO Box 2573  
East Lansing, MI 48826-2573

To \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose/Event \_\_\_\_\_  
*(Board, Commission, Committee or Task Force [CCTF] name)*

Expense vouchers must include purpose of each trip, means of travel, cost of meals and lodging (hotel/motel receipts must be attached), and a full explanation of any unusual expenses. **Reimbursement for travel by automobile will be at the IRS mileage rate, map mileage based on an online map calculator (MapQuest).** Please provide supporting documentation. Travel by public conveyance will be reimbursed on the basis of actual fares; receipts are to be attached to the voucher. *Only fully itemized expense vouchers will be approved. (See reverse side for expense voucher guidelines.)*

Date						Subtotals
Breakfast (attach receipt*)						
Lunch (attach receipt*)						
Dinner (attach receipt*)						

*\*Detailed receipts are required. Receipts must show items ordered and method of payment.*

Lodging (attach receipt*)						
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*\*Hotel folios must show a zero balance and method of payment used.*

From						
To						
Miles driven						
Multiply by IRS rate						
Plane/airfare (attach receipts)						
Parking (attach receipts)						
Bus/train/cab/bridge tolls (attach receipts)						

Other expenses

Explain

**Total expenses \$** \_\_\_\_\_

**Important notice:** Did you spend funds, time or other Association resources for the purpose of communicating with any state official who is in a policy-making office?  Yes  No  
If "Yes," you must report to MEA Government Affairs as is required by P.A. 472, 1978. Please use a lobby activity and expense form to report such expenses and attach it to the expense voucher.

**I HEREBY CERTIFY** that the expenses listed were incurred for the benefit of the Association and have been paid by me.

**I HEREBY REQUEST** that \$ \_\_\_\_\_ of the reimbursement sought be made as my personal contribution to the MEA Scholarship Fund. Such contribution is understood to be tax deductible.

\* Indicate: Chargeable (A-G) or Nonchargeable (H) ↘

Account number \_\_\_\_\_ ) \$ \_\_\_\_\_

Account number \_\_\_\_\_ ) \$ \_\_\_\_\_

Account number \_\_\_\_\_ ) \$ \_\_\_\_\_

**Total expenses \$** \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
*Typed signature is acceptable if form is sent by email*

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Accounting approval \_\_\_\_\_

# Guidelines for filing Expense Vouchers for MEA Board, Commissions, Committees, Caucuses & Task Forces (CCCTF) Members

**Expense vouchers** should be filed for each meeting you attend that is called by the MEA. Use a *separate* voucher for *each* meeting. File the voucher with the MEA staff liaison assigned to the CCCTF or Board. Vouchers must be submitted no later than forty-five (45) calendar days following the close of the event or activity but prior to the end of the fiscal year (August 31). Untimely vouchers, or those received after the end of the fiscal year, will not be honored. Exceptions to this policy may be granted upon application to the MEA Executive Director.

**Meal expenses** are covered to a maximum of \$30 a day—allowing \$4 for breakfast, \$6 for lunch and \$20 for dinner. Any portion not used at an earlier meal is available for a meal later in the day. If the scheduled meeting time allows for only one meal, then the suggested maximum is \$30. Receipts must be attached to the voucher.

**Lodging expenses** will be paid by MEA (full room rate for Board members and 1/2 room rate for CCCTF members). Some MEA lodging accommodations will be directly billed to MEA, but it is necessary that you submit a receipt for verification of your stay and place the name of the CCCTF or Board event on the bill. If you stay at a hotel other than the designated hotel, pay the bill, record the amount on your voucher and attach the receipt that shows a zero balance owed. If you **fail to cancel a room reservation** in advance and the room is unused, any bills MEA receives for that room will become your personal expense.

**Travel expenses** for drivers are reimbursed at the IRS rate, map mileage, city to city. If it is necessary to use public transportation, MEA will pay the expense, provided you attach the appropriate receipt to your voucher.

## **Other expenses:**

**Tips** for valet parking, housekeeping and bell person service are appropriate as allowed under the Operating Rules for Meetings.

**Cost of substitute or lost wages** will be paid by MEA, if such cost is your personal responsibility. Wherever possible, of course, we urge you to use locally negotiated 'Association' days.

MEA is required to report to IRS on Form 1099-NEC any substitute cost or lost wage reimbursements made directly to you if they amount to \$600 or more per **calendar year**. These payments may be subject to Social Security tax if your wages are not over the Social Security base. In addition, your reduced salary from the school district has an impact on your earnings record as it pertains to your retirement program.

Wherever possible, we recommend that you make arrangements to have the school district keep you on full payroll status and have the district bill us directly. However, you may direct us, in writing via the voucher with bill attached, to pay your school district. Remember we will need the date of meeting, amount due, name of school district and the address where the check should be mailed.

**Extraordinary expense** items need to be approved in advance by the MEA Vice President. Receipts must be attached to the voucher.