



# MEA Representative Assembly Expense Voucher

Due on or before June 24, 2026

FOR ACCOUNTING USE ONLY

AP \_\_\_\_\_

**MEA Administrative Policies:** Delegates to the Representative Assembly whose names appear on the report of the Credentials Committee and on the Elections Committee report as having voted will be paid for their mileage, bridges, parking and half lodging (if applicable).

Name \_\_\_\_\_ Region \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Local \_\_\_\_\_ Attended Day 1: Yes No Attended Day 2: Yes No

## A. Transportation

Drove Day 1: Yes No Drove Day 2: Yes No

*(receipts required for bridge tolls, parking, etc.)*

Passenger name(s): \_\_\_\_\_

Miles driven round trip multiplied by current IRS rate per mile: \_\_\_\_\_ miles x \_\_\_\_\_ =

Parking \_\_\_\_\_

Bridge Tolls \_\_\_\_\_

\*Other \_\_\_\_\_

Refer to MEA mileage chart. Reimbursement for delegates will be one round trip from your home to Lansing. If you stay at a hotel in the Lansing area, you will be reimbursed for 100% of the lodging cost up to \$168.37 or you can drive back and forth both days from home but for the second day you will only be reimbursed the actual cost of mileage up to \$168.37.

*\*Include amount for one way up to \$89.84 for day 2 mileage if you drove to and from the RA both days instead of staying overnight*

**A. Total transportation \$** \_\_\_\_\_

## B. Meals

**This section is for en route meals only. En route meals will only be reimbursed if traveling 250 miles or more (one way). Delegates will not be reimbursed for meals that are provided at the RA.**

(2) Breakfast en route - max \$4 each

(2) Lunch en route - max \$10 each

(2) Dinners en route - max \$25 each

*(itemized receipts required)*

**B. Total meals \$** \_\_\_\_\_

## C. Lodging

Delegates who travel 250 miles or more one way shall be reimbursed for an extra night's lodging

Name of hotel \_\_\_\_\_

Did you pay roommate's share of hotel expense? Yes No

Name of roommate(s) \_\_\_\_\_

**C. Lodging Charge** \_\_\_\_\_

*(itemized receipts required, maximum \$168.37 reimbursed per delegate)*

## TOTAL EXPENSES (Add A, B and C)

Total from A, B and C (451110D)

Less tax deductible donation for MEA Scholarship Fund (310100):

**Reimbursement amount requested:**

**MEA Administrative Policies:** Vouchers shall 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 will not be honored. Exceptions to this policy may be granted upon application to the MEA Executive Director.

**SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(MEA USE ONLY)

**Drop off at the Registration Desk or email to [rwalworth@mea.org](mailto:rwalworth@mea.org) (you may keep this bottom portion for your records)**

It is preferred this form is emailed if not dropped off but can also be mailed to MEA Executive Office, 1350 Kendale Blvd, East Lansing, MI 48823

Name \_\_\_\_\_ Date \_\_\_\_\_

Amount contributed to scholarship fund \$ \_\_\_\_\_ Reimbursement amount requested \$ \_\_\_\_\_

**Please allow 4 weeks for reimbursement**