



## 2014–2015 EXPENSE VOUCHER

MASSACHUSETTS STATE COLLEGE ASSOCIATION, INC.

Affiliated with MTA and NEA

Chapter: \_\_\_\_\_

Date(s) of Expense(s): \_\_\_\_\_

Payable to: \_\_\_\_\_

Event: \_\_\_\_\_

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

Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_

### Account Numbers (for internal use only):

### Description:

9010 Office Maintenance  
9030 Board of Directors/Delegate Assembly  
9040 Negotiations  
9044 Database  
9046 Librarians Committee  
9050 Contract Administration/Grievance  
9060 Legislative  
9065 AA/EO/DIV Committee  
9070 Communications  
9080 Conventions/Workshops  
9085 Elections  
9110 Local Support  
9120 MTA/NEA Payments  
9150 Return of Local Dues  
9400 Board of Higher Education Issues

Mileage : \_\_\_\_\_ x \$0.56 = \_\_\_\_\_  
(IRS rate effective January 1, 2014)

\*Tolls: \_\_\_\_\_

\*Parking Fees: \_\_\_\_\_

\*Meals: \_\_\_\_\_

\*Telephone: \_\_\_\_\_

\*Miscellaneous: \_\_\_\_\_

(Explain): \_\_\_\_\_

**\* Provide receipts for reimbursements**

Mail to: Glenn Pavlicek, MSCA Treasurer  
91 Burrill Avenue  
Bridgewater State University  
Bridgewater, MA 02325

Total Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_