



2016-2017 EXPENSE VOUCHER
MASSACHUSETTS STATE COLLEGE ASSOCIATION, INC.
Affiliated with MTA and NEA

Chapter: _____

Date(s) of Expenses: _____

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 \$0.535 = _____
(IRS rate effective January 1, 2017)

*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: _____

MSCA Reimbursement Policy

All requests for reimbursement must be on the MSCA reimbursement form and must be signed by the individual requesting reimbursement. Faxed or emailed vouchers and receipts are acceptable.

Reimbursements should be submitted within 60 days of encumbrance.

Vouchers should be limited to single events whenever possible.

Mileage is reimbursed at the IRS standard rate.

Tolls will be reimbursed only if a receipt or other proof of payment is included (e.g., transponder statement).

Reimbursements for events that occur within 60 days of the end of a fiscal year shall not be paid unless submitted no more than 60 days after the close of the fiscal year.

MSCA Board of Directors and MSCA Committee Members

Members of the MSCA Board of Directors and MSCA committees will be reimbursed for mileage to travel to and from meetings they are required to attend, or have been asked to attend, that benefit the membership. Car rentals for the purpose of attending meetings should, whenever possible, be approved by the MSCA Treasurer or the MSCA President in advance of the rental. Either the rental cost or mileage will be reimbursed, not both.

Reasonable hotel accommodations shall be reimbursed only if an overnight stay is approved by the MSCA Treasurer or the MSCA President in advance of the stay, or after the fact in emergency situations (e.g., a snow storm). A receipt or proof of payment is required.

Meals will be reimbursed if the meal is necessary given the timing of a meeting and if food is not provided at the meeting. Meals purchased for the convenience of the individual will not be reimbursed. For example, food and beverages purchased on the road at 8:00 a.m. for you to attend a morning meeting are not considered necessary. The individual could have eaten breakfast at home before he/she left. Such expenditures are for the individual's convenience.

Other MSCA Unit Members

MSCA unit members attending meetings, conferences, etc. shall only be reimbursed for related costs with the approval of the MSCA Board of Directors.