



TRAVEL EXPENSE VOUCHER

TEXAS POSTAL WORKERS UNION

NAME: _____ SS#: _____-_____-_____

ADDRESS: _____

As authorized by _____ on _____, I plan to travel to _____

for the purpose of attending the _____.

The event will be held in _____ on ____/____/____ and ends on ____/____/____.

I plan to leave on ____/____/____ and return on ____/____/____.

Expenses Details:

| | |
|--|--------------------------|
| 1. LODGING/HOTEL EXPENSES Number of days _____ at daily rate of \$ _____ \$ _____ Meals included on hotel bill (do not duplicate below) \$ _____ Telephone charges on hotel bill \$ _____ Valet Parking \$ _____ Other hotel charges (explain) \$ _____ | \$ _____ total |
| 2. MEAL EXPENSES Food (per diem) _____ X _____ days \$ _____ Travel days (@ 75%) _____ X _____ day(s) \$ _____ | \$ _____ total |
| 3. TRANSPORTATION EXPENSES Round Trip travel from _____ to _____ Auto Miles _____ @ _____ cents per mile \$ _____ Airfare \$ _____ Mileage roundtrip (home to airport) _____ miles \$ _____ Taxi /Shuttle roundtrip (airport to hotel) \$ _____ | \$ _____ total |
| 4. ADVANCE EXPENSE MONEY RECEIVED (per diem) ADVANCE MADE _____/_____/_____ IN THE AMOUNT OF \$ _____. CHECK # _____ | |

5. MISCELLANEOUS EXPENSES

\$ _____
total

**6. TOTAL EXPENSES
 ADD LINES 1-5**

\$ _____
total

EMPLOYEE CERTIFICATION

I certify that any expense claimed on this voucher was incurred while performing duties in the name of, And for the benefit of, the Texas Postal Workers Union. The information on this voucher is true and correct to the best of my knowledge.

 Employee Signature Date

FORWARD VOUCHER AND ALL RECEIPTS TO Secretary-Treasurer, TPWU.

 Authorizing Signature Date

 Authorizing Signature Date

FOR TPWU USE ONLY

\$ _____
 Verified expense

\$ _____
 Less any advance

\$ _____
Total

 Amount of Check

 Check Number

 Date Issued

 Treasurer's Initials:
 Certifying availability of
 funds and verification of
 expenses.

The United States Internal Revenue Service and the Department of Labor require that UNION funds be used for authorized UNION purposes. The IRS requires an advance to be made no more than 30 days prior and not more than 60 days after an event and that if the employee's (member) expenses are less than the amount advanced, the employee must repay the employer within 120 days of the event. Any expenses that do not meet the IRS & DOL rules are required to be added to the employees Annual Statement of Earnings and subject to income tax.

I understand the importance that within (7) days of my return, I must receipt all monies advanced to me or reimburse the UNION for all monies advanced upon my return. The ORIGINAL RECEIPTS for travel expenses must be turned in to the UNION Secretary Treasurer along with the Travel Voucher and/or Expense report, which will be date stamped when received. The UNION President and Secretary-Treasurer will review the Travel Voucher and receipts for approval.

I further acknowledge that the rules include any mileage advanced for travel to an authorized Union event. IN ADDITION, I understand that any monies advanced for mileage must be returned to the UNION if I do not actually drive to the event.

I am also aware that I will not be eligible to receive any further monies from the UNION until these requirements have been satisfied.

Signed: _____ Date: _____