

Portland Maine Area Local 458
P. O. Box 6800
Scarborough, Maine 04070 Telephone: 883-4003



| | |
|------------|----------|
| Purpose: | |
| Location: | |
| Date From: | Date To: |

EXPENSES - All receipts must be attached to voucher. Describe expense below.

| TRAVEL | AMOUNTS | |
|------------------------------------------------|---------|--|
| Air - | | |
| Automobile (mileage rate 70 cents/mile (2025)) | | |
| Rental Car - | | |

| HOTEL | | |
|------------------------------------|--|--|
| Room (including phone and taxes) - | | |
| Tips - | | |

| MEALS | | |
|-------------------------|--|--|
| Food (including tips) - | | |

| MISC TRAVEL | | |
|-----------------|--|--|
| Parking | | |
| Tolls - | | |
| Tips - | | |
| Taxi - | | |
| Registrations - | | |

| MISC EXPENSES | | |
|---------------------------|-----------------------|--|
| Contributions & Donations | | |
| Gifts, Prizes and Awards | | |
| Postage - | | |
| Office Supplies - | | |
| Misc Expenses - | | |
| | TOTAL EXPENSES | |

| | |
|--------------|----------------|
| Signature: | Date: |
| Approved By: | Date: |
| Date Paid: | Check# Issued: |