



UNITED POSTMASTERS and MANAGERS of AMERICA

Charge to: _____

EXPENSE ACCOUNT STATEMENT

NAME:
ADDRESS:
CITY, STATE ZIP:

FROM DATE:
TO DATE:
PURPOSE:

DATE INCURRED	DESCRIPTION OF TRAVEL & EXPENSES	LODGING	TRAVEL	OTHER
note: mileage is .70 per mile				
Sub Total:				

Grand Total:

Voucher must be submitted within 30 days after the last day of the event for reimbursement.

Note: Receipts are required to be submitted for all expenditures.

I CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE

DATE

APPROVED

DATE

Date Paid

Ck#

Submit voucher to Secretary/Treasurer Shelly Hays 213 N Duke Ave Springfield MO 65802