



**Minnesota Technology and Engineering Educators Association
Reimbursement Voucher**

(Type or print legibly please!)

Date: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____

Event Description: _____

100 – Meals:	_____
200 – Mileage:	\$.45 (per mile) x _____ miles	_____
200 – Travel Expense:	_____	_____
300 – Phone:	_____
400 – Lodging:	_____
500 – Banquet:	_____
600 – Postage:	_____
700 – Honorarium:	_____
800 – Supplies:	_____	_____
800 – Supplies:	_____	_____
800 – Supplies:	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
900 – Miscellaneous	_____	_____
 Total:	_____

Please include copies of all receipts and invoices with this voucher.

Signature of applicant: _____ Date: _____

The MTEEA will not issue a check for a Repayment Voucher without the signature of the President. Forward to the President of the MTEEA for authorization.



(MTEEA use)

Authorization: _____ Date: _____

Peggy Finnegan, President	Dr. Kurt Helgeson, Executive Director	Mike Sandell, Treasurer
W. St. Paul, MN	St. Cloud State University	460 Briar Lane
peggyf58@gmail.com	720 Fourth Ave South	Taylors Falls, MN 55084
	St. Cloud, MN 56301	(651) 465-4521
	krhelgeson@stcloudstate.edu	msandell@isd2144.org

Date paid: _____ Check No.: _____ Account No.: _____