HAWAII STATE TEACHERS ASSOCIATION – RETIRED 1200 Ala Kapuna Street, Honolulu, HI 96819

Tel: (808) 840-2258

Vouchers must be submitted within 30 days of activity. Attach receipt(s) on the back.

EXPENSE VOUCHER

P				PURPOSE:							
E Address City, State, Zip Code						Phone No.: (H) (C)					
DATE	State, Zip Code		/	/	/	/	/	/		Total Each Line	
Breakfast (Include Tip)	,		,	,	,	,					
Lunch (Include Tip)											
Dinner (Include Tip) Hotel										-	
Taxi/Bus/Car										_	
Plane Auto Mileage \$0.60 Per Mile	Miles		Miles	Miles	Miles	Miles	Miles	Miles	Miles		
Other Other			l l								
Total Expense SEND STATE VOUCHERS TO THE ADDRESS ABOVE. SEND DISTRICT VOUCHERS TO YOUR DISTRICT TREASURER. I HEREBY CERTIFY THAT THE ABOVE EXPENSES ARE CORRECTLY STATED AND WERE INCURRED BY ME AS A NECESSARY BUSINESS EXPENSE.											
LIST PERSONS AT M ADDITIONAL COMM						PAYEE SIGNATURE DATE FILED					
DO NOT WRITE BEI	LOW THI	S LINE.	FOR INTER	NAL USE ONLY		·					
APPROVED BY:							IMPORTANT!				
Account Coding: ACCT CODE Description			\$ \$	\$		ATTACH ALL RECEIPTS, HOTEL BILLS, TRANSPORTATION TICKET STUBS AND ALL OTHER PERTAINING TO THIS EXPENSE VOUCHER.					
<u> </u>							DATE PAID:				
							CHECK NO).:			

Finance Policy #1 Reimbursement for HSTA-R Activities

The HSTA-R Executive Committee approves the following guidelines and reimbursement schedule for approved HSTA-R activities (effective 04/01/16):

Meals: Breakfast \$15.00 *

Lunch \$18.00 *

Dinner \$30.00 * for meeting scheduled beyond 3:30 or

flights scheduled beyond 4:30 or

delayed flights past 6:00.

Mileage: Per mile 60 cents ***

Parking: Per activity at the daily rate with receipt.

Car Rental: Approval of HSTA-R President or designee.

Airfare: Approval of HSTA-R President or designee.

Hotel: Approval of HSTA-R President of designee **

- * Reimbursement is for meals authorized by the President or designee. Receipts are required and amounts are maximums and are not cumulative; itemized receipts are required showing what was purchased. No reimbursements for alcoholic beverages. The amount includes tax and tip.
- ** Hotel accommodations shall be based on double occupancy, whenever possible. If a member requests a single room, HSTA-R will pay for one-half of the cost of the room. If a member shares a room with a non-qualified person, HSTA-R will pay one-half of the cost of a room based on double occupancy.
- *** Mileage will be reimbursed for travel from home to the meeting site or neighbor island airport. You must be a passenger in the vehicle to request mileage reimbursement.

Rev: 2006, 2010, 2012, 2013, 2014, 2016, 2020, 2023, 20024