



EXPENSE VOUCHER

Charge To GL Code: _____

United Postmasters and Managers of America

Pay to the Order of: _____
 Street Address: _____
 City, State, ZIP: _____
 Telephone Number: _____

Travel Order # _____
 Date: _____
 Purpose: _____

Detail Expense									
Mileage at 0.73 cents per mile									
Airfare / Public Transportation									
Hotel / Lodging									
Conference Registration									
Other (Identify)									
7									
8									
9									
10									
11									
Totals									

Instructions: Read Carefully

- A. All expense receipts must be attached to voucher
- B. Expense items must be clearly and correctly identified and must represent monies actually expended on official business on behalf of the Association.
- C. When credit cards are used, receipts are to be attached to this voucher.

Vouchers over 30 days must have explanation for tardiness attached and submitted through the State President to the Executive Committee for approval. Vouchers over one year old will be denied.
 All airline tickets in excess of \$500.00 need written authorization from Illinois Chapter President prior to purchase

 Signature of Payee

Certified correct in the amount of _____

Verified _____
 State President

 State Treasurer

This voucher must be submitted directly to the IL UPMA within 30 days.
Send completed form to: IL UPMA State President PO Box 24 Millstadt, IL. 62260