

JEFFERSON COUNTY TEACHERS ASSOCIATION

1941 Bishop Lane, Suite 300, Louisville, KY 40218-1900

Governance Expense Voucher

PAYEE _____ SOC. SEC. # - (LAST FOUR ONLY) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DESTINATION & PURPOSE OF TRIP OR OTHER EXPENSES _____

DATE									TOTAL EACH LINE
Breakfast (include tip)									
Lunch (include tip)									
Dinner (include tip)									
*Business Meals or Group Functions									
*Hotel									
Luggage / Hotel Tips									
*Plane or Train									
Airport Shuttle or Taxi									
Automobile (____ cents)									
Miles Driven									
Parking / Tolls									
*Conference Registration									
Conference/Convention Activities/Visibility (explain below)									
Other (explain below)									

RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES OVER \$25.00 FOR IN-STATE OR OVER \$35.00 FOR OUT OF STATE FUNCTIONS
*** ITEMS MARKED (*) MUST HAVE ORIGINAL RECEIPT ATTACHED.**

TOTAL THIS SHEET
LESS ADVANCE
DUE JCTA
DUE PAYEE

EXPLANATIONS: _____

 SIGNATURE OF CLAIMANT

 APPROVED BY

 DATE SUBMITTED

 CHECK # AND DATE

 DATE RECEIVED IN OFFICE

For further information concerning items which may be vouchered, refer to Conference Contract, JCTA Board Policies, and Expenditure Guidelines. A summary of Expenditure Guidelines are printed on the back of this voucher for your convenience. ALL vouchers must be submitted within 45 calendar days of the close of the conference/convention or event for which expenses are claimed.

JCTA GUIDELINES FOR EXPENDITURES

1. All expenses shall be itemized on a daily basis with a specific statement of purpose for which the expense was incurred, and with the required receipts attached.
2. Lodging shall be reimbursed at reasonable, actual expense; a receipt is required. No reimbursement shall be made for expenses incurred by or on behalf of other persons.

For direct-billed lodging charges, you must pay for movies, calls, etc. when checking out. On the voucher for direct billed hotel charges, write "Direct-billed" on the line where hotel cost would otherwise have been listed.

3. Meals shall be reimbursed at actual expense including tax and gratuities.
IN-STATE FUNCTIONS: Original receipts are required for all amounts greater than \$25.00.
OUT-OF-STATE FUNCTIONS: Original receipts are required for all amounts greater than \$35.00.
4. Transportation costs shall be reimbursed at the amount allowed by the IRS, or actual cost of travel by public conveyance. Number of miles traveled must be listed in space marked "Miles driven".

Business air travel is reimbursable at coach, super-saver, or other economy fares. The traveler's copy of the ticket (passenger "coupon" or red copy) must be attached to the voucher submitted. No photocopies. If the ticket is direct-billed to JCTA, "Direct-billed" should be written on the voucher where the air cost would have been entered and the traveler's copy is attached.

Airport parking for the period of the business trip is reimbursable (as is taxi fare should one choose not to drive to the airport and park; however, taxi fare should not exceed the cost of driving and parking.)

5. Any item listed in the space "Other" and/or "Visibility" must be explained in spaces marked "EXPLANATIONS."
6. Original receipts are required for any amount greater than \$25.00 for in-state functions. Original receipts are required for all amounts greater than \$35.00 for out-of-state functions.
7. ADVANCES: Advances may be made for extended or approved out-of-state trips. An advance must be requested at least three weeks prior to the trip. A voucher must be submitted within 45 calendar days of the trip to report all expenses. Any amount not used by the traveler shall be returned to JCTA with the voucher. Reimbursement in addition to the advance shall be processed if appropriate.

Advances not reported or accounted for by voucher within the 45 calendar day limitation shall result in the full amount of the advance being reported to the IRS on a Form 1099 as miscellaneous taxable income to the, traveler.

Additional penalties for failure to submit a voucher and other required documentation or reports in a timely manner are listed in JCTA Board Procedures and on the conference contract.

8. Should an individual fail to cancel any unneeded reservations placed by JCTA, the cost incurred shall be the responsibility of the individual.
9. Each vouchered item must be approved by the Executive Director of JCTA. The traveler shall be required to reimburse JCTA for any item that is disallowed.
10. **NEA Fund for Children and Public Education contributions cannot be vouchered.** Certain expenses such as childcare (unless otherwise agreed to) or lost wages may not be vouchered and shall not be paid.

If you have questions about the appropriateness of any item, contact the Executive Director of JCTA.