

**NATIONAL TREASURY EMPLOYEES UNION  
CHAPTER 52  
Travel and Expense Voucher**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

This voucher covers calendar month \_\_\_\_\_, 200\_\_ ; or event \_\_\_\_\_  
Receipts must be attached for lodging and commercial transportation.

DATE	MILES	RATE*	MILEAGE	PARKING	TOTAL

SUB TOTAL A: \$ \_\_\_\_\_

FROM DATE	TO DATE	LODGING*	PER DIEM*	TRANS.	TOTAL

SUB TOTAL B: \$ \_\_\_\_\_

DATE	MISCELLEOUS EXPENSES	TOTAL

SUB TOTAL C: \$ \_\_\_\_\_

\*LIMITED TO CURRENT IRS RATES

Total amount claimed (A, B & C)     \$ \_\_\_\_\_

Less travel advance(s)                     \$ ( \_\_\_\_\_ )

Net to traveler                                 \$ \_\_\_\_\_

I hereby verify that the amounts claimed were incurred on official NTEU business and the expenses are not reimbursable by the IRS.

\_\_\_\_\_  
Signature of traveler

\_\_\_\_\_  
Date

Treasurer's Use Only: Check # \_\_\_\_\_, Amount \$ \_\_\_\_\_, Date \_\_\_\_\_