**MASA WORK SHEET**

(Please complete one voucher per trip.)

**GUIDELINES:**

Lodging - Attach receipts of hotel/motel bills.

Meals - Attach receipts.

Travel - Allowance is .58 per mile (please travel together when possible).

**NO EXPENSES WILL BE PAID WITHOUT COMPLETE AND ACCURATE BILLS ATTACHED.**

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Purpose of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual food costs should be indicated below with meal receipt attached. The Association will pay no more than the allowable credits for meals.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | From To | Breakfast | Lunch | Dinner | Lodging | Other | Total |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_ miles at .58 per mile. Total mileage expense: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL EXPENSES**: $\_\_\_\_\_\_\_\_\_\_\_