

THE CONNECTICUT ASSOCIATION OF SCHOOLS, INC.
30 Realty Drive, Cheshire, Connecticut 06410
EXPENSE VOUCHER

Date _____

Name _____ Address _____

Transportation:

Automobile _____ miles \$ _____

Parking _____ Tolls _____ \$ _____

Other _____ \$ _____

Meals: (Exclusive of gratuity)

Breakfast (not to exceed \$2.00) _____ \$ _____

Luncheon (not to exceed \$4.00) _____ \$ _____

Dinner (not to exceed \$8.00) _____ \$ _____

Clerical assistance at _____ per hour _____ \$ _____

Telephone tolls (Federal tax included) _____ \$ _____

Other expenses (to be itemized) _____ \$ _____

(Use reverse side if necessary.)

APPROVED BY

Total \$ _____

Committee

President

Date

Board

Executive Director

Date

Treasurer's records: Charged to budget Number _____ Paid by Check # _____

Sales tax exemption permit # E 3271