



MRTA

Missouri Retired Teachers Association & Public School Personnel

REIMBURSEMENT/EXPENSE RECORD

Name _____ Date _____

Address _____ MRTA Leadership Title: _____

City _____ Unit Name: _____

State _____ Zip _____

I wish to donate my expenses to the MRTF Building Fund.

An acknowledgement letter will be sent to you for your tax deductible donation as a receipt.

Date	Conference/Meeting	Location	Total Mileage	Meals (B/L/D)	Hotel	Misc.	Total
Total Miles				At .275 cents per mile			
TOTAL EXPENSES							

Signature _____

Attach lodging, meals, telephone and other miscellaneous receipts.

Expense checks will be processed on the 15th and 30th of the month and you will have 60 days to turn in your expenses.