



MESPA 2021 Payment & Reimbursement Voucher

Minnesota Elementary School Principals' Association
1970 Oakcrest Ave., Suite 204, Roseville, MN 55113
Telephone: 952.297.8670 Email: mespa@mespa.net

Today's date: _____

Check Payable to: _____

Address: _____

City: _____

State: _____

Zip: _____

Purpose of Expenditure(s): _____

Itemized Expenditures – Receipts Required

Expenditure Date:	Expenditure for:	Amount:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Please attach receipt(s)

(Mileage reimbursement for MESPA board members only.)

_____ **Mileage:** _____ **miles at 56 cents per mile** \$ _____

GRAND TOTAL \$ _____

Please note: Receipts must be attached for each reimbursement request at the time it is submitted for approval and payment. Vouchers are paid semi-monthly.

This section for office records only:

Amount 1 to be coded: _____

Account #: _____

Amount 2 to be coded: _____

Account #: _____