



2022 Leadership Retreat Room and Mileage Reimbursement Voucher

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

Today's date: _____

Check Payable to: _____
Please print

Address: _____
Please print

City: _____ State: _____ Zip: _____

Purpose of Expenditure(s): *Leadership Conference – half room & mileage reimbursement*

Itemized Expenditures – Receipts Required

DATE:	EXPENDITURE FOR:	AMOUNT:
<u>Sep. 25, 2022</u>	<u>1/2 room at Breezy</u> <u>please attach receipt</u>	_____

MILEAGE:

MESPA will reimburse mileage for one direction at 62.5 cents per mile if you choose and if your district will not reimburse you for mileage. Carpooling is strongly encouraged! If you carpool, you will be reimbursed for mileage both directions.

Mileage 1 direction only: _____ miles at 62.5 cents per mile \$ _____

Did you carpool? _____ Yes _____ No _____

If yes, with whom? _____

Does your District reimburse you for mileage? _____ Yes* _____ No _____

**if yes, please submit mileage with your District office instead.*

GRAND TOTAL \$ _____

Please note: Reimbursements for Leadership will be processed AFTER the conference. Receipts must be attached for each reimbursement request at the time it is submitted for approval and payment. Reimbursements are paid semi-monthly. **The deadline to submit this reimbursement request is Nov 5, 2022.**

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This section for office records only:

Amount 1 to be coded: _____ Account #: _____

Amount 2 to be coded: _____ Account #: _____

Vouchers can be emailed to mespa@mespa.net.