

**Liberal Religious Educators Association
Travel and Expense Voucher**

Please attach receipts for all expenses. Thank you.

Date _____

LREDA Position _____

LREDA Activity _____

Travel

Fare _____

Tolls _____

Miles _____ @ \$.14/mile *

OR

Actual fuel costs _____

* The 14 cents a mile rate was set by Congress.
Neither LREDA nor the IRS has any control of this.
You may alternatively list the amount that you
actually spent on gas to drive the miles you list.

Accommodations

Meals _____

Lodging _____

Other

Telephone _____

Postage _____

Duplicating _____

Other (explain) _____

TOTAL REQUESTED \$ _____

*If you are a **committee member**, this amount should be pre-approved by your committee chair. The chair could sign this request, or you could attach an email from them, or they could send an email to John approving this amount.*

Signature _____

Payable to _____ Phone _____

Mail to: Street _____

City, Province or State, and Postal Code _____

Send this voucher to LREDA treasurer John Cavallero 25 Wardman St. White Plains, NY 10603	Questions? 914-948-0112 or JOHNtheDRE@gmail.com
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