

Louisiana PTA Travel Expenses

Attach all receipts to the back on the right side of the form.

Receipts, invoices, maps, and other supporting documentation **must** be attached.

Make check payable to (only one person per form): _____

Mileage Reimbursement (\$0.26/mile; Map **MUST** be attached)

Date	From (Location)	To (Location)	Total Mileage	\$ Amt. Requested (mileage X \$0.26)
			Mileage Total	

Expense Reimbursement (Exclude LAPTA credit card purchases)

Date	Expense and Purpose Details	\$ Amount Requested
		Expense Total
Grand Total of Mileage & Expenses		

Yes, I'd like to donate to the LA PTA the following amount as a tax-deductible donation: _____

Signature: _____ Date: _____

Mail Check to: _____

Attachments: All Receipts Maps Invoices Other

Notes for Treasurer: _____

For Treasurer's Use Only

Date	Check #	Budget Line Item	Amount	Money Minder?

Attach maps below.