



Travel Expense Voucher Packet For 2024 NEA-RA Delegates

Delegates: Please use this travel voucher packet to record your 2024 NEA-RA travel expenses.

- Submit this completed voucher with all receipts taped to 8½ x 11 sheets. Expenses are due to MTA 30 days after expenses are incurred. Please submit your 2024 NEA-RA expenses no later than August 15, 2024. **Tip: Do it right away, before you lose track or forget things!**
- New for 2024: **Meal receipts not required.** Claiming the per diem maximum allowance is permitted without submitting receipts. See details on voucher.
- If traveling by personal vehicle to and from Philadelphia, the maximum mileage/tolls/parking that can be claimed for that travel is \$500.
- It is important to submit this expense voucher and receipts to MTA. Those who do not do so will receive a 1099 “Miscellaneous Income” statement from MTA, and the amount received from MTA will be reported to Massachusetts and the IRS as taxable income.
- Statewide, Regional, and Retired Delegates receive funding up to \$2000*, and Local Delegates receive up to \$800**. Use the voucher to account for at least the amount received. Showing expenses exceeding the funding amount received is not necessary.
- Do not include any expenses covered or reimbursed by your local association.
- If expenses fall below the amount received from MTA, the delegate is responsible to send a check to MTA to refund the amount not spent. Please include that check with this packet.
- **SAVE RECEIPTS!** Be sure to include with this packet your receipts for the expenses incurred and claimed. Dated, detailed, itemized receipts from the vendor who provided the service are required.
 - As stated above, meal receipts are **not required** for the 2024 NEA-RA.
 - Receipts are required for all other expenses except mileage, tolls, and tips under \$3.
 - Credit card statements are not accepted as receipts.
 - **Tape all receipts to 8½ x 11” sheets of paper**, and circle (or handwrite) on the receipt the amount you record on the travel voucher packet. It is most helpful to group receipts by date when taping onto sheets. When taping, make sure the full receipt is visible. Don’t tape folded or overlapping receipts.
 - You may also scan the voucher and receipts and email to: jconnelly@massteacher.org
- **Per Diem Meal Rates:** Per policy, daily meal expenses are limited to the amount set by the US General Services Administration (USGSA) for the location of travel. Refer to the funding memo and the meals section of this voucher for details on per diem meal maximums for Philadelphia.
 - Reimbursement for meals provided by MTA may not be claimed. Breakfast is being provided as part of the caucus meetings on July 3 – 7, so the breakfast amount may not be claimed.
- The funding provided by MTA is intended to cover basic daily travel expenses to include transportation, lodging, meals and gratuities. It may not be used for entertainment, social functions, events, souvenirs, or educational programs. Such expenses should NOT be recorded on the expense voucher packet. Also, alcoholic beverages are not covered.

* Regional, Statewide, and Retired Delegates receive \$1200 in advance of the RA and \$800 upon completion of the RA, based on meeting accountability (attendance) requirements. Delegates may request an advance in excess of \$1200 by emailing MTAGovernance@massteacher.org

** Local Delegates receive \$800 upon completion of the RA, based on meeting accountability (attendance) requirements. Refer to the funding memo for accountability requirements.

Delegate Name: _____ City Traveled to: _____ Signature: _____

Mailing Address: _____



2024 NEA-RA Delegate Expense Voucher

1. Mileage* - Receipts not required for Mileage. IRS reimbursement rate is \$.67/mile .

Date:		Miles:		x \$0.67 =	\$
Date:		Miles:		x \$0.67 =	\$
Date:		Miles:		x \$0.67 =	\$
Date:		Miles:		x \$0.67 =	\$
1. Total Mileage*:					\$

***If driving to Philadelphia, regardless of the actual expenses, the maximum mileage, tolls, parking expenses that can be claimed for travel to/from Philadelphia is \$500 per delegate.**

2. Tolls/Parking/Other Transp* - Receipts required for all except tolls .

Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
2. Total Tolls/Pkg/Other*:			\$	

***If driving to Philadelphia, regardless of the actual expenses, the maximum mileage, tolls, parking expenses that can be claimed for travel to/from Philadelphia is \$500 per delegate.**

3. Airfare or Train fare -- Receipts required. Only ECONOMY/COACH air and train travel may be claimed.

Date Outbound:		3. Total Airfare or Train Expense:	\$	<input type="checkbox"/> Receipt Provided
Date Return:				

4. Lodging/Hotel - Receipts required.

Check-in Date:			
Check-out Date:			
Total Nights:		4. Total Lodging Expense	\$ <input type="checkbox"/> Receipt Provided

5. Misc./Gratuities/Other - Receipts required for all except gratuities .

Meal gratuities are accounted for in the "Meals" section, not here. Per Policy, MTA will reimburse tips which are reasonable in relation to the services rendered. Normally this will be \$1 per bag for baggage handling and \$3 per day for maid service. Use this section for any "miscellaneous" expenses incurred, and be sure to include a description of the expense item.

Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
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Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
Date:		Expense: \$	
Description:			<input type="checkbox"/> Receipt Provided
		5. Total Misc/Gratu./Other:	\$

6. Meals

**2024 NEA-RA Delegates do NOT need to provide itemized receipts for meal expenses.
See below to claim the daily per diem maximum amount without the need to submit receipts.**

List name of establishment:

7/2/2024 Travel Day	Meals on Travel Day	75% of \$74 = \$55.50	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$55.50 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/3/2024 Caucus Day	Lunch and Dinner	Daily Maximum: \$56	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$56 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/4/2024 RA Day 1	Lunch and Dinner	Daily Maximum: \$56	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$56 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/5/2024 RA Day 2	Lunch and Dinner	Daily Maximum: \$56	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$56 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/6/2024 RA Day 3	Lunch and Dinner	Daily Maximum: \$56	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$56 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/7/2024 RA Day 4	Lunch and Dinner	Daily Maximum: \$56	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$56 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			
7/8/2024 Travel Day	Meals on Travel Day	75% of \$74 = \$55.50	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$55.50 in the box to the left. No receipts needed.
	<i>(Receipts Not Required)</i>			

6. Total Meals: \$

Total of 1, 2, 3, 4, 5, and 6 above: \$

Total MTA funding provided to delegate: \$

**Amt To Refund to MTA
(If funding exceeds expenses):** \$

Signature: _____

**Mail this expense voucher packet AND Receipts (taped to 8-1/2 x 11 sheets) by Aug. 15 to:
Mass Teachers Assn, Division of Governance, 2 Heritage Drive, 8th Flr, Quincy, MA 02171.**