



United Postmasters and Managers of America

Wisconsin Chapter, 2025

Pay to the order of: _____
 (your name & address) _____

Date _____

Travel Dates							TOTAL
Miles at .70¢							\$ -
Lodging							\$ -
Meals *							\$ -
Misc. Expense							\$ -
Postage							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Ac							\$ -

Signature & phone
number required:

_____ Phone
Number

(My signature certifies that all expenses I am claiming were on behalf of the association.)

INSTRUCTIONS: READ CAREFULLY

- (a) Receipted hotel bill and all public transportation expense vouchers must accompany each expense report.
- (b) It is required that items of expense be clearly and correctly described and that they represent moneys actually expended on official business in behalf of the Association.
- (c) When credit cards are used, receipts are to be attached to this report.

Approved _____

Melissa Tarlton President
 President Vouchers Approved by; Executive VP Rachel Cayce

Approved and Paid by _____

Lisa Prochazka Secretary/Treasurer

Check No. _____ Date _____

Charge to _____ AIC _____ \$ _____

Charge to _____ AIC _____ \$ _____

Charge to _____ AIC _____ \$ _____

Mail Voucher and Receipts to:

Lisa Prochazka
 Secretary/Treasurer
 W124N12631 Wasaukee Rd
 Germantown, WI 53022-2233
lisa.wiupma@yahoo.com

Milage, is from current travel orders or current IRS rate.