



TRAVEL & EXPENSE AUTHORIZATION REPORT

INSTRUCTIONS: Requests for reimbursement of mileage shall be turned in quarterly to the Treasurer of the BTC/PTC. Mileage shall be reimbursed for any Union member who travels to another BTC site and is on any committee for Union purposes. Reimbursement must be approved by the President of the Union.

NAME: _____

MEMBER OF WHICH COMMITTEE: _____

Transportation:

Personal Vehicle

Date	Miles	\$ per mile	Total
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____
_____	_____	\$.25	_____

SIGNATURE OF MEMBER: _____

SIGNATURE OF PRESIDENT: _____