



MRTA
 MISSOURI RETIRED TEACHERS ASSOCIATION
 AND PUBLIC SCHOOL PERSONNEL
877-366-MRTA
 3030 DUPONT CIRCLE
 JEFFERSON CITY, MO 65109
 WWW.MRTA.ORG

REIMBURSEMENT/EXPENSE RECORD

Name _____ Date _____
 Address _____ MRTA Leadership Title: _____
 City _____ Unit Name: _____
 State _____ Zip _____

I wish to donate my expenses to the MO Retired Teachers Foundation

Classroom Grant Fund _____ Endowment Fund _____ Bldg Improve/Maintenance Fund _____
An acknowledgement letter will be sent to you for your tax deductible donation as a receipt.

| Date | Conference/Meeting | Location | Total Mileage | Meals (B/L/D) | Hotel | Misc. | Total |
|-----------------------|--------------------|----------|---------------|------------------------|-------|-------|-------|
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| | | | | | | | |
| | | | | | | | |
| | Total Miles | | | At .275 cents per mile | | | |
| TOTAL EXPENSES | | | | | | | |

Signature _____

Attach lodging, meals, telephone and other miscellaneous receipts.

Expense checks will be processed on the 15th and 30th of the month and you will have 60 days to turn in your expenses.

MRTA, a 501(c)(4) not-for-profit corporation, is a grassroots advocacy association with 21,000 members. MRTA is independent, nonpartisan, and does not endorse political candidates.