

WASHINGTON STATE SCHOOL RETIREES ASSOCIATION

4726 Pacific Avenue SE Lacey WA 98503
1-360-413-5496 OR 1-800-544-5219

COORDINATING COUNCIL (Area _____)

UNIT # _____ UNIT NAME _____ Meeting Date _____

The driver and all passengers must be listed for each car to be eligible for reimbursement!

CAR #1	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #2	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #3	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #4	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

CAR #5	Travel Detail:	# Miles	Miles x rate = \$	Parking	Ferry	Amount due
From:						
To:						
DRIVER:		3.			5.	
2.		4.			6.	

TOTAL TO BE REIMBURSED \$

OF PARTICIPANTS _____ CARS ALLOWED _____

I, the President of our local unit certify that this statement represents expenses incurred by unit members engaged in the Association's business. I am also aware that the check will be mailed to the Unit Treasurer.

Office use only

CC 303-_____ \$_____

Unit President _____ Date _____

Approved by _____ Date _____

(Instructions on reverse)

Submit all copies to WSSRA. The pink will be returned with your reimbursement check.

INSTRUCTIONS

COORDINATING COUNCILS:

Round trip mileage from each local Unit (see chart below) to attend up to three meetings of the Coordinating councils per year. Vouchers must be submitted through the District Representative who will sign and submit them for payment . Checks will be sent to the local Unit for distribution among whomever and however many drivers were locally authorized to provide the transportation,.

Chairs please use white voucher to submit claims for postage, office supplies, meeting room rent (where complimentary meeting room is not available), long distance telephone (for the Chair), meals for Coordinating Council Officers (not covered by other budgets).

NOTE: Local Units often cover meal expenses of their respective participants. Some meetings do not incur meal expenses.

REIMBURSEMENT FOR CARS/PARTICIPANTS:

Local Unit Participants	Number of Cars Reimbursed
1 - 4	1
5 - 8	2
9 - 12	3
13 - 16	4
17 - 20	5
21 - 24	6