

Retirement Plan for CTA Employees Post-Conference Expense Voucher

(Name of Attendee)

EXPENSES IN CONNECTION WITH ATTENDANCE AT EDUCATIONAL CONFERENCE _____ (Location)

AT HELD ON _____ TO _____ (Session Date(s))

OTHER: (Describe Reason for Incurring Expense): _____

DATE OF DEPARTURE _____ DATE OF RETURN _____

EXPENSES

TRANSPORTATION EXPENSES:

Airfare, Train, Bus _____ \$ _____

Ground Transportation _____ \$ _____

Hotel _____ \$ _____

DAILY EXPENSES:

DAILY EXPENSES (From Daily Expenses worksheet.) _____ \$ _____

MEETING REGISTRATION FEE:

MEETING REGISTRATION FEE EXPENSE (ATTACH RECEIPT) _____ \$ _____

SETTLEMENT

TOTAL EXPENSES WHICH I INCURRED \$ _____

LESS THE AMOUNT I RECEIVED AS AN ADVANCE (IF ANY) \$ _____

EQUALS \$ _____

AMOUNT OWING ME BY THE PLAN. REQUEST REIMBURSEMENT..... \$ _____

I hereby certify that the expenses outlined on this form are actual expenses I have incurred in connection with the conference attendance. I also certify that I attended at least 90% of the sessions and have included my certificate of attendance (if offered):

(Signature)

(Printed Name)