



A DIVERSE UNION
of EDUCATION
WORKERS

Travel Expense Voucher Packet For 2025 NEA-RA Delegates

Delegates: Please use this travel voucher packet to record your 2025 NEA-RA travel expenses.

- Submit this completed voucher with all receipts taped to 8½ x 11 sheets. Expenses are due to MTA 30 days after expenses are incurred. Please submit your 2025 NEA-RA expenses no later than August 15, 2025. **Tip: Do it right away, before you lose track or forget things!**
- **Meal receipts not required.** Claiming the per diem maximum allowance is permitted without submitting receipts. See details on voucher.
- It is important to submit this expense voucher and receipts to MTA. Those who do not do so will receive a 1099 “Miscellaneous Income” statement from MTA, and the amount received from MTA will be reported to Massachusetts and the IRS as taxable income.
- Statewide, Regional, and Retired Delegates receive funding up to \$2500*, and Local Delegates receive up to \$1300**. Use the voucher to account for at least the amount received. Showing expenses exceeding the funding amount received is not necessary.
- Do not include any expenses covered or reimbursed by your local association.
- If expenses fall below the amount received from MTA, the **delegate is responsible to send a check to MTA to refund the amount not spent. Please include that check with this packet.**
- **SAVE RECEIPTS!** Be sure to include with this packet your receipts for the expenses incurred and claimed. Dated, detailed, itemized receipts from the vendor who provided the service are required.
 - As stated above, meal receipts are **not required** for the 2025 NEA-RA.
 - Receipts are required for all other expenses except mileage, tolls, and tips under \$3.
 - Credit card statements are not accepted as receipts.
 - **Tape all receipts to 8½ x 11” sheets of paper**, and circle (or handwrite) on the receipt the amount you record on the travel voucher packet. It is most helpful to group receipts by date when taping onto sheets. When taping, make sure the full receipt is visible. Don’t tape folded or overlapping receipts.
 - You may also scan the voucher and receipts and email to: jconnelly@massteacher.org
- **Per Diem Meal Rates:** Per policy, daily meal expenses are limited to the amount set by the US General Services Administration (USGSA) for the location of travel. Refer to the funding memo and the meals section of this voucher for details on per diem meal maximums for Portland.
 - Reimbursement for meals provided by MTA may not be claimed. Breakfast is being provided as part of the caucus meetings on July 2 – 6, so the breakfast amount may not be claimed.
- The funding provided by MTA is intended to cover basic daily travel expenses to include transportation, lodging, meals and gratuities. It may not be used for entertainment, social functions, events, souvenirs, or educational programs. Such expenses should NOT be recorded on the expense voucher packet. Also, alcoholic beverages are not covered.

* Regional, Statewide, and Retired Delegates receive \$1450 in advance of the RA and \$1050 upon completion of the RA, based on meeting accountability (attendance) requirements. Delegates may request an advance in excess of \$1450 by emailing MTAGovernance@massteacher.org

** Local Delegates receive \$1300 upon completion of the RA, based on meeting accountability (attendance) requirements. Refer to the funding memo for accountability requirements.

The amounts referenced above are specific to the 2025 NEA-RA only, reflecting a \$500 increase over the standard amounts.

Delegate Name: _____ City Traveled to: _____ Signature: _____

Mailing Address: _____

MTA 2025 NEA-RA Delegate Expense Voucher

1. Mileage* - Receipts not required for Mileage. IRS reimbursement rate is \$.70/mile .

Date:		Miles:		x \$0.70 =	\$
Date:		Miles:		x \$0.70 =	\$
Date:		Miles:		x \$0.70 =	\$
Date:		Miles:		x \$0.70 =	\$
1. Total Mileage*:					\$

2. Tolls/Parking/Other Transp - Receipts required for all except tolls .

Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
Date:		Expense:	\$	<input type="checkbox"/> Receipt Provided
Description:				
2. Total Tolls/Pkg/Other*:				\$

3. Airfare or Train fare -- Receipts required. Only ECONOMY/COACH air and train travel may be claimed.

Date Outbound:		3. Total Airfare or Train Expense:	\$	<input type="checkbox"/> Receipt Provided
Date Return:				

4. Lodging/Hotel - Receipts required.

Check-in Date:			
Check-out Date:			
Total Nights:		4. Total Lodging Expense	\$ <input type="checkbox"/> Receipt Provided

5. Misc./Gratuities/Other - Receipts required for all except gratuities .

Meal gratuities are accounted for in the "Meals" section, not here. Per Policy, MTA will reimburse tips which are reasonable in relation to the services rendered. Normally this will be \$1 per bag for baggage handling and \$3 per day for maid service. Use this section for any "miscellaneous" expenses incurred, and be sure to include a description of the expense item.

Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
Date:		Expense:	\$	
Description:				<input type="checkbox"/> Receipt Provided
			5. Total Misc/Gratu./Other:	\$

6. Meals

2025 NEA-RA Delegates do NOT need to provide itemized receipts for meal expenses. See below to claim the daily per diem maximum amount without the need to submit receipts.

List name of establishment:

7/1/2025 Travel Day	Meals on Travel Day	75% of \$81 = \$60.75	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$60.75 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/2/2025 Caucus Day	Lunch and Dinner	Daily Maximum: \$59	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$59 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/3/2025 RA Day 1	Lunch and Dinner	Daily Maximum: \$59	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$59 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/4/2025 RA Day 2	Lunch and Dinner	Daily Maximum: \$59	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$59 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/5/2025 RA Day 3	Lunch and Dinner	Daily Maximum: \$59	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$59 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/6/2025 RA Day 4	Lunch and Dinner	Daily Maximum: \$59	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$59 in the box to the left. No receipts needed.
	(Receipts Not Required)			
7/7/2025 Travel Day	Meals on Travel Day	75% of \$81 = \$60.75	\$	<input type="checkbox"/> To claim the per diem amount on this day, check here and enter \$60.75 in the box to the left. No receipts needed.
	(Receipts Not Required)			

6. Total Meals:	\$
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Total of 1, 2, 3, 4, 5, and 6 above:	\$
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Total MTA funding provided to delegate:	\$
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Amt To Refund to MTA (If funding exceeds expenses):	\$
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Signature: _____

Mail this expense voucher packet AND Receipts (taped to 8-1/2 x 11 sheets) by Aug. 15 to: Mass Teachers Assn, Division of Governance, 2 Heritage Drive, 8th Flr, Quincy, MA 02171.