



# EXPENSE REPORT

Great Neck Teachers Association  
343 Lakeville Road Great Neck, New York 11020

Directions: Please fill out form and attach backup receipts/invoices/bills if needed. Claims will not be accepted without signature. Gas reimbursement will be refunded at the 2022 Standard Mileage Rate of 58.5¢ per mile.

**All expense claims must be submitted within 90 days of date of expense.**

NAME
ADDRESS
PURPOSE OF EXPENSES

DATE	DESCRIPTION	VENDOR	AMOUNT
TOTAL:			

Comments

By signing this I certify the above expenses were incurred for GNTA business and I have attached all receipts and supporting documentation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_