



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 2024 Standard Mileage Rate of 67¢ per mile.

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

| |
|----------------------------|
| NAME |
| |
| ADDRESS |
| |
| PURPOSE OF EXPENSES |
| |

| DATE | DESCRIPTION | VENDOR | AMOUNT |
|---------------|-------------|--------|--------|
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| | | | |
| | | | |
| 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: