

EAST BAY DRAYAGE DRIVERS SECURITY FUND
Trustee Expense Reimbursement Voucher

Submit to Corcoran Administrators
 PO Box 5030, Walnut Creek, CA 94596

Purpose of Expense _____

Meeting Location _____ Date(s) _____

Travel to and from Meeting:

(a) Air fare (attach copy of ticket): \$ _____

Expense to and from airport

Auto: _____ miles @ \$0.70 per mile* \$ _____

Public Transportation: \$ _____

Airport Parking: \$ _____

Other (food in airport, tips to skycaps, shuttle drivers, etc.): \$ _____

(b) Auto: _____ miles @ \$0.70 per mile* \$ _____

Meals: \$ _____

Lodging: _____ night(s) @ \$_____ per night (attached receipt) \$ _____

Other (explain): \$ _____

Lodging at Meeting Site:

Number of nights charged: _____ @ \$_____ per night (attach receipt) \$ _____

Expenses at Meeting Site:

	Date	Date	Date	Date	Date	
Meals and Tips	Breakfast	_____	_____	_____	_____	_____
	Lunch	_____	_____	_____	_____	_____
	Dinner	_____	_____	_____	_____	_____
Taxis	_____	_____	_____	_____	_____	_____
Parking	_____	_____	_____	_____	_____	_____
Other (tips, etc.)	_____	_____	_____	_____	_____	_____
Daily Totals	_____	_____	_____	_____	_____	Subtotal \$ _____

TOTAL EXPENSES (use reverse side for additional explanations, if needed) \$ _____

I hereby certify the above expenses are properly and actually incurred in connection with Trust Fund activities:

* 2025 Rate Date _____ Print Name _____

Attach receipts for items \$25 or more

Signature _____

EAST BAY DRAYAGE DRIVERS SECURITY FUND
Trustee Expense Reimbursement Voucher

Additional Explanations Related to	Amount from Reverse Side	Explanation
Travel to/from meeting by air	\$ _____	_____
	\$ _____	_____
Travel to/from meeting by car	\$ _____	_____
	\$ _____	_____
Lodging at Meeting Site	\$ _____	_____
	\$ _____	_____
Expenses at Meeting Site	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
Other	\$ _____	_____
	\$ _____	_____
	\$ _____	_____

If attending an educational conference, provide **certificate of attendance** or other supporting documentation.

Items of \$25 or more without receipts cannot be reimbursed.

Refer to the Trustee Expense Reimbursement Policy of 2012 for assistance in completing this form.
 To obtain a copy, call (925) 954-1439 or email ccorcoran@corcoranadministrators.com.