



NEOA Expense Reimbursement Request

Name: Julie Finnegan

Street Address: 87 University Dr

City, State, Zip: Castleton, VT 05735

Phone Number: 802-468-1310

Email address: julie.finnegan@vermontstate.edu

		Transportation							Meals				
Date	Explanation of Expenses (include starting point and destination for mileage, as well as reason for travel, carpool partners, or specific expense request)	# miles at noncarpool rate (.575)	Noncarpool mileage	# miles at carpool rate (.625)	Carpool mileage	Tolls	Parking	Ground Transport and Airfare	Lodging	Breakfast	Lunch	Dinner	Other
11/16/2023	Castleton, VT to Tyngsboro, MA NEOA Board Mtg	160	\$92.00			\$1.00							
11/17/2023	Tyngsboro, MA to Castleton, VT	160	\$92.00			\$1.00							
Totals		320	\$184.00	0	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I certify the above expenses are valid NEOA expenses

Julie Finnegan 12/6/2023
Requester's Signature Date

NEOA Treasurer or President Approval Signature Date

Transportation Total

\$186.00

Meals Total

\$0.00

Reimbursement Total

\$186.00

Send completed form with receipts for all non-mileage expenses to:

Matt Bourgault, NEOA Treasurer

bourgault@vsac.org