

# MINNESOTA RIVER AREA AGENCY ON AGING®, Inc.

## EXPENSE VOUCHER

DATE	TRIP DESTINATION	MILEAGE write # of miles, not \$ amount	Drive/ Prep Time In Hours	PROJECT / PROGRAM CHARGED	MILEAGE CALCULATION COMPLETED BY MNRAAA	MEALS			LODGING	OTHER - MISC.	
						BF	L	D		REASON	AMOUNT
<b>TOTALS</b>											

Grand Total Calculated by MNRAAA

NAME \_\_\_\_\_  
 (please print)  
 SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Please return to: Minnesota River Area Agency on Aging®, Inc.  
 201 N Broad Street, Suite 102  
 Mankato MN 56001  
 jprahm@mnraaa.org

Expense sheet can be submitted via email or by mailing a hard copy to the Mankato Office.  
 All expense sheets must include copies of receipts for expenses other than mileage.