



**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE**  
**PROFESSIONAL ASSOCIATION**  
**EXPENSE REIMBURSEMENT REQUEST**

**SUBMITTOR:** Submit to PA Treasurer for consideration in person, or mail to:  
  
 Springfield Technical Community College  
 c/o Amy Stephenson, STCC/PA Treasurer  
 One Armory Square, STE 1  
 P. O. Box 9000  
 Springfield, MA 01102-9000

Name:	
College or Title:	
Date:	

Mileage Rate: 0.325

Date	Explanation	Miles	Mileage Expense	Tolls & Parking	Meals	Office Supplies	Printing	Misc	TOTAL	For Office Use
<b>TOTALS</b>										

Comments - Notes

<p><b>DEADLINE:</b> All expenses must be submitted within <b>45 days</b> of the date on which they are incurred. Late submittals will not normally be reimbursed.</p> <p><b>RECEIPTS:</b> Original receipts required on all expenditures.</p>

Signature	
Address	
City	State Zip
Approved By:	Date: