Lay Faculty Association – Local 1261

138-25 (A) 31st Drive
Flushing, NY 11354-2664
Website: Lfa1261.org
Email: layfacultyassoc1261@gmail.com
Phone: (718) 539-6440
Fax: (718) 539-6447

Travel / Hourly Reimbursement Form

Board Members: Please complete this form for reimbursement for all Union travel and work that has not been submitted for payment.

Name: _____

Address: _____

City/State/Zip: _____

Date of travel:	***Number of Miles:***	***Nature of Business:***

Date of Work:	***Number of Hours:***	***Nature of Business:***

Check Number: _____ Amount of Check: _____

Your Signature: _____