2017 WOEA EXPENSE VOUCHER
WOEA
1100 Wayne Street
Suite 2522
Troy, OH 45373

This voucher must be completed for reimburseable

business expenses. Attach itemized\* receipts for

hotel, airfare, meals and other business expenses.

Have y	ou receive	d ANY reimbursement from your		
Local pertaining to this voucher? (circle one)				
YES	NO	MUST ANSWER QUESTION		

Reimb @ \$.535 Acct Date Trips (Destination and Business Purpose) Miles Room Brkfast Lunch Dinner Airfare Cab Luggage Tips Other \* Other \* Total Totals this reporting period

Less Other Reimbursement\*

NET AMOUNT DUE (OWED)

\*Example of other reimbursement is scholarship funds from Local Association

Per WOEA Policy - 3.09 - 3.10

\*An original itemized receipt has every item purchased listed on the receipt.

Individual meal expense limits: breakfast \$6, lunch \$9, dinner \$20, incidentals \$7

Mileage reimbursement is calculated using a rate determined annually on January 1 by

the IRS; however, this rate may be adjusted at any time at the discretion of the IRS.

All expense vouchers must be returned to WOEA within 30 days of date the expense is incurred.

Approved (authorized signature) and Date

Payee's Signature and Date

Date

Name

Address City/St/Zip

E-mail Phone No.

Change of Address: YES\_\_\_\_\_

## COMMITTEE EXPENSE: 430 WOEA BOARD OF DIRECTORS 431 BUSINESS SUPPORT ADMINISTRATION COMMITTEE: 432 Audit and Budget Committee 433 Awards Committee 434 Constitution, By-Laws, Standing Rules, and Policies Committee 435 Convention Planning Committee 436 Credentials Committee 437 Newsletter Committee 438 Nominations, Elections, and Tellers Committee 439 Resolutions Committee 440 WOEA Retired 441 COLLECTIVE BARGAINING COMMITTEE: 442 Coordinated Bargaining Committee 443 Districts Governmental Costs Survey Committee 444 INFORMATION SYSTEMS COMMITTEE: 445 Information Systems Grant Writing Committee 446 LOCAL DEVELOPMENT AND TRAINING COMMITTEE: 447 Budget Development Workshop Committee 448 Building Effective Local Associations Committee 449 Emerging Leaders Committee 450 Local Treasurers' and Membership Chairs' Training Committee MEMBER RIGHTS AND PROTECTION COMMITTEE: 452 Human and Civil Rights Committee 453 Minority Affairs Committee 454 Party Liaison Committee 455 Peace and Justice Committee 456 WOEA District Screening Committee 457 WOEA Legislative and Governmental Services Committee 458 WOEA OEA Fund for Children and Public Education Committee 459 WOEA OEA Screening Committee 460 ORGANIZING STRATEGY COMMITTEE:

461 Community and Public Relations Committee 467 WOEA Planning Day Conference Committee 468 PROFESSIONAL EFFICACY COMMITTEE: 469 Entry-Year Teacher Mentoring Committee 470 Educator Standards Board Committee 471 Instruction and Professional Development Committee 475 Professional Development and Credentialing Committee LEADERSHIP EXPENSE: 463 OEA District Leaders Council 464 OEA District Leaders Council Dues 465 Region 4 Coordinating Council 476 Local Promotional Grants (4) 477 NEA Summit Leadership Conference Scholarships: (5 @ \$1400) 478 NEA Summit Leadership Conference WOEA Hospitality Event 479 NEA / OEA Candidate Support 480 NEA ESP National Conference: (10 @ \$700) 481 NEA Representative Assembly WOEA Hospitality Event 482 NEA Representative Assembly Scholarships: (14) 483 OEA / WOEA Education Lobby Days 484 OEA Awards Banquet: 2 Tables 485 OEA DLAMC Awards Banquet: 1 Table 488 OEA Representative Assembly: Fall & Spring 490 OEA Summer Leadership Academy WOEA Hospitality Event 491 OEA Summer Leadership Academy Scholarships: (21 @ \$350) 492 Parliamentarian 493 WOEA President 494 UNISERV Workshops 495 WOEA Fall Forum 496 WOEA Spring Representative Assembly 497 OEA Collective Bargaining Conference Scholarships 498 OEA Collective Bargaining Conference Hospitality Event 499 OEASP Conference Scholarships (6 @ \$167)