

2024 WOE A Expense Voucher

Date _____
 Name _____
 Address _____
 City/ST/Zip _____
 E-mail _____
 Phone No. _____

Change of Address: YES _____

Western Ohio Education Association
 308 James E. Bohanan Memorial Drive
 Vandalia, Ohio 45377
 937-387-9960

Voucher Number _____

Vendor Number _____

This voucher must be completed for reimburseable business expenses. Attach itemized* receipts for hotel, airfare, meals and other business expenses.

Acct	Date	Trips (Destination and Business Purpose)	Miles	Reimb @	Room	Brkfast	Lunch	Dinner	Airfare	Cab	Luggage	Tips	Other *	Other *	Total
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
				0.00											0.00
Totals this reporting period			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
														Less Other Reimbursement*	0.00
														NET AMOUNT DUE (OWED)	0.00

Per WOE A 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 WOE A within 30 days of date the expense is incurred.

*Example of other reimbursement is scholarship funds from Local Association

Payee's Signature and Date _____

Approved (authorized signature) and Date _____

COMMITTEE EXPENSE:
430 EXECUTIVE COMMITTEE:
431 BUSINESS SUPPORT ADMINISTRATION COMMITTEE:
432 Audit and Budget Committee:
433 Awards Committee:
434 Constitution, By-Laws, Stranding 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 Committee
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:
451 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:
462 District-Wide Leaders Conferences and Events Committee:
463 OEA District Leaders' Council
464 OEA District Leaders' Council Dues
465 Region 5 Coordinating Council:
466 UNISERV Meetings and Workshops:
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:
472 Professional Conference Day Committee:
473 Professional Conference Day Keynote Speaker:
474 Professional Conference Day Newsletter Committee:
475 Professional Development and Credentialing Committee:
LEADERSHIP EXPENSE:
476 Local Promotional Grants:
477 Mid-Atlantic Regional Leadership Conference Scholarships: 6
478 Mid-Atlantic Regional Leadership Conference WOEA Hospitality Event:
479 NEA / OEA Candidate Support:
480 NEA ESP National Conference: 2
481 NEA Representative Assembly Scholarships: 15
482 NEA Representative Assembly WOEA Hospitality Event:
483 OEA / WOEA Education Lobby Days:
484 OEA Awards Banquet: 3 Tables
485 OEA Doris L. Allen Minority Caucus Awards Banquet: 2 Tables
486 OEA Fall Representative Assembly Scholarships: 5
487 OEA RA WOEA Hospitality Event:
488 OEA Representative Assembly: Fall & Spring
489 OEA Spring Representative Assembly Scholarships: 5
490 OEA Summer Leadership Academy Scholarships: 20
491 OEA Summer Leadership Academy WOEA Hospitality Event:
492 Parliamentarian:
493 President:
494 UNISERV Workshops:
495 WOEA Fall Representative Assembly:
496 WOEA Spring Representative Assembly
499 ESP Committee