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

Change of Address: YES_

2023 WOEA EXPENSE VOUCHER WOEA 308 James E. Bohanan Memorial Drive Vandalia, OH 45377 937-387-9960

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

Have you received ANY reimbursement from your

Local pertaining to this voucher? (circle one)

YES NO MUST ANSWER QUESTION

Acct	Date	Trips (Destination and Business Purpose)	Miles	Reimb @ \$.655	Room	Brkfast	Lunch	Dinner	Airfare	Cab	Luggage	Tips	Other *	Other *	Total
tals this	reporting pe	eriod													
						_						Less Oth	er Reimburs	ement*	
							_						NET AMOU	NT DUE (OWED)	

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.

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:
405	WOEA DI

WOEA Planning Day Conference Committee:

467

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
199	FSP Committee