

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

2020 WOE A 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.

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

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 @ \$.575	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 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.

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