

2026 WOEa 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
				0.725											
				0.725											
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				0.725											
				0.725											
				0.725											
				0.725											
Totals this reporting period															
Less Other Reimbursement*															
NET AMOUNT 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.

*Example of other reimbursement is scholarship funds from Local Association

Payee's Signature and Date

Approved (authorized signature) and Date