

Date _____
 Name _____
 Address _____
 City/St/Zip _____
 E-mail _____
 Phone No. _____
 Change of Address: YES _____

2020 WOE A 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 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