

~EUGENE EDUCATION ASSOCIATION~

2815 Coburg Road

Eugene, OR 97408

(541) 345-0338

EXPENSE VOUCHER

Pay to: _____ School: _____ Date: _____

Address: _____
street city zip

Purpose of Expense (or activity): _____

Food	(___ 1)	\$ __, __. __	(food & food service materials)
Lodging	(___ 2)	\$ __, __. __	(hotel / motel accommodations)
Travel	(___ 3)	\$ __, __. __	(airfare miles x ____ = \$ ____)
Office	(___ 4)	\$ __, __. __	(pens, paper, markers, phones, etc.)
Dues/Fees	(___ 5)	\$ __, __. __	(registration fees, yearly dues)
Recog./Contrib.	(___ 5.1)	\$ __, __. __	(recognition gifts / contributions)
Capital Outlay	(___ 6)	\$ __, __. __	(things that "last" -- books, computers)
Contr. Services	(___ 7)	\$ __, __. __	(guest spkrs, consultants, labor/mater.)
Release Time	(___ 8)	\$ __, __. __	(EEA pays district for guest teacher)
Misc. *	(___ 9)	\$ __, __. __	*

Total \$ __, __. __

 (SIGNATURE OF INDIVIDUAL)

Please describe

Approved by _____ Date _____
EEA President

ALL PERSONAL AND COMMITTEE EXPENSE VOUCHERS MUST BE RECEIVED BY JUNE 30. ⇒ PLEASE ATTACH RECEIPTS

Expense

- 200 Bargaining**
- 210 Contingency**
- 220 E.A.S.T**
- 230 EEA Retired**
- 240 Elections**
- 250 Executive Board**
- 260 Fair Share**
- 270 Grievance**
- 280 Human & Civil Rights**
- 290 Instruction**
- 300 Joint Benefits**
- 310 Leadership Training**
- 320 Legislative Advocacy**
- 330 Membership**
- 340 Minority Affairs**
- 350 NEA Rep. Assembly**
- 360 OEA Foundation**
- 370 OEA Rep. Assembly**
- 380 Office**
- 390 President**
- 400 Public Relations**
- 410 Rep. Council**
- 420 Secretary**
- 430 Treasurer**
- 440 Vice-Presidents**