



Washington District Education Association
 Working together for employees,
 for students,
 for public education.



EXPENSE VOUCHER

(If you are requesting monies from two different line items, you must submit a separate expense voucher for each one.)

****RECEIPTS MUST BE ATTACHED****

Mail via dist. to: JOSLYN BROWN-TREASURER-LOOKOUT MT.-PHONE 602-896-5967

Dist. email: joslyn.brown@wesdschools.org

REMINBURSEMENT PAYABLE TO THE ORDER OF:

NAME _____

ADDRESS _____ CITY _____ ZIP _____

PREFERRED PHONE _____ SCHOOL SITE _____

DATE _____

LINE ITEM OF EXPENSE INCURRED (See Line Item Guide) _____

List of items purchased & cost of each item:

Line Item Guide
#1 Membership: incentives, 10 minute meeting supplies, March 4 Schools,
#2 Leadership: Things dealing with retreats, conferences, e-board expenses, training, AEA DA, RAA
#3 Political Education/Leadership: Buses to capital, lunch with Board Members
#4 Organizational Expenses: Admin. Assist., Read Across America, Staples.

Total Cost Incurred _____

Signature of person requesting reimbursement _____ **Date:** _____

<u>FOR OFFICE USE</u>	
CHECK# _____	AMOUNT _____
LINE ITEM# _____	AUTHORIZED FOR PAYMENT _____

