2011 – 2012

Seattle Education Association

Paraprofessional Department

5501-4th Ave S. Suite 101
Seattle, WA 98108

TRAVEL AND EXPENSE VOUCHER

Name_____ Official Activity _____

Address_____ _____

_____ _____

Date	Explanation (Include itinerary & attach receipts. Send to SEA immediately)	Mileage	Lodging	Meals	Trans	Parking	Other	TOTAL
TOTALS								

I certify that the above is true and correct and that no part of the sum has already been paid to me.

Claimant's Signature_____

Date_____

Approved by_____

FOR ACCOUNTING USE ONLY

Acct Number	Amount
_____	_____
_____	_____