



2019 – 2020

**Seattle Assoc. of Educational Office Personnel
SAEOP**

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

TRAVEL AND EXPENSE VOUCHER

Name _____ Official Activity _____

Address _____

******SEE REVERSE SIDE OF VOUCHER FOR GUIDELINES******

Date	Explanation (Include itinerary & attach receipts. Send to SEA immediately)	Miles	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 _____

FOR ACCOUNTING USE ONLY
Acct Number Amount

Approved by _____ Date _____
 SAEOP Treasurer

Approved by _____ Date _____
 SAEOP President

Approved by _____ Date _____
 SEA President

Seattle Education Association Expense Voucher Guidelines Effective January 16, 2014

1. Vouchers must have original receipts attached for hotel, motel, meals, airfare, etc.
2. Vouchers must be submitted within thirty (30) days of the earliest date on said voucher. Expenses that are submitted more than thirty (30) days from the month they are incurred will not be honored. Exceptions to this regulation must be approved by the Executive Director.
3. Vouchers must include the payee's signature and date.
4. No more than two (2) vouchers per month may be submitted by any one member.
5. SEA does not reimburse for alcohol.
6. If you drove to the airport attach a printout of the miles driven. (Use either Google maps or maps.yahoo.com) DO NOT calculate the mileage reimbursement because SEA will do that.
7. SEA does not pay for anything charged to your room.
8. Please do not add or total any columns on the voucher; SEA must do that.