

SAEOP Operating Account Voucher Voucher # _____

Instructions: *Submit this voucher with the **original** receipts attached to the SAEOP Treasurer. Vouchers without the **original** receipt will not be paid.*

AMOUNT: _____ DATE: _____

PAY TO: _____

SEND TO: _____

I verify that these expenditures are valid expenses of SAEOP.

Signature of the requestor: _____

Signature of the Treasurer: _____

Signature of the President: _____

Expenses were for: _____

To be recorded under the budget title of:

- President's Allowance
- Vice President's Allowance
- Treasurer's Allowance
- Historian
- Meetings
- Membership
- Publishing
- Postage
- Professional Development
- Release Time President/Vice President
- Sunshine & Recognition
- SAEOP Scholarship
- WAEOP Scholarship
- NAEOP Scholarship
- NAEOP Affiliation
- WAEOP Affiliation
- NAEOP Conference (President)
- WAEOP Conference (President & WAEOP Rep.)
- WAEOP/NAEOP Conference or Workshop Reimbursement
- Board Retreat



Paid Ck# _____

Posted _____

SAEOP Conference, Institute, or Workshop Expenditure Guidelines 01/19/07

President:

The President of SAEOP shall be reimbursed in full for WAEOP Institutes, WAEOP Conferences and NAEOP Conferences. Reimbursement shall include full registration, full lodging and full travel costs (when receipts are provided) to these functions. Receipts should be provided when meals are purchased because the Institute or Conference does not offer a meal. Receipts should be provided for gas when car travel is used. Carpooling is encouraged whenever possible. When air travel is used, receipts must be provided to be reimbursed for the air travel. Air travel may be used when the distance to be travel is unreasonable by car.

WAEOP Representative:

The WAEOP Representative to SAEOP shall be reimbursed in full for WAEOP Institutes and WAEOP Conferences. Reimbursement shall include full registration, full lodging and full travel costs (when receipts are provided) to these functions. Receipts should be provided when meals are purchased because the Institute or Conference does not offer a meal. Receipts should be provided for gas when car travel is used. Carpooling is encouraged whenever possible.

General Membership:

Members in good standing are eligible to be reimbursed for Conferences, Institutes and Workshops attended at a rate of 50% of the registration. If the Conference, Institute or Workshop is hosted by any organization other than WAEOP, NAEOP, WEA or NEA prior approval of the President (or Executive Board) will be necessary. An additional \$15.00 per full day to compensate for travel, lodging, and food (not provided by the event), will be reimbursed to members in good standing. Two half days may be combined to equal a full day. All reimbursements to the General Membership will be available only up to the amount of the approved budget line for that year.