

PARAPROFESSIONAL DEPARTMENT 2021- 2022 TRAVEL AND EXPENSE VOUCHER

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

Official Activity _____

Name___

Address									
	****SEE REVERSE \$	SIDE OF	VOUCH	ER FOR	GUIDEI	_INES***	*		
Date	Explanation (Include itinerary and attach receipts)	Mileage	Lodging	Meals	Trans	Parking	Other	TOTAL	
TOTALS									
I certify that	the above is true and correct and	I that no pa	irt of the su	ım has alr	eady beer	n paid to me	e.		
Claimant's Signature				Date					
Paraprofessional President					Date				
Paraprofessional Treasurer					Date				
SEA President / Executive Director					Date				

Seattle Education Association Expense Voucher Guidelines Effective January 16, 2014

- 1. Vouchers must include original receipts attached for hotel, motel, meals, airfare, etc.
- 2. Vouchers must be submitted within thirty (30) days of the earliest expense date on the voucher. Expenses 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, 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.