



## **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.