UFEA IEA | NEA

Check No.

EXPENSE VOUCHER

DATE: _____ BUDGET LINE/CATEGORY: _____

Expense Description	*Expense Amount*
	$
	$
	$
	$
Must include *itemized* receipt Total Amount:	$

NAME TO GO ON CHECK: _____ HOMEBASE: _____ DATE: _____

If the check is to be mailed directly to the creditor, provide the information below

NAME

ADDRESS

CITY STATE ZIP

OR

If the check is to be returned to you, please indicate your school OR home address

SCHOOL NAME

ADDRESS

CITY STATE ZIP

Please send your voucher to the UFEA President for approval. The voucher will then be routed to the UFEA treasurer.

President's/Vice-President's Signature: _____ Date: _____

BUDGET CATEGORIES

1 Governance & Operation	
1.21	Supplies and Postage
1.22	Website
1.30	President Expenses
	1.31 President Phone
	1.32 President Mileage
	1.33 Full-time release
	1.34 Summer Stipend
1.41	Officer Stipends
1.50	Committee Chair Stipends
1.61	Audit
1.71	Association Days
2 Assembly & Member Development	
2.10	Representative Assembly
	2.11 IEA Rep Assembly
	2.12 NEA Rep Assembly
2.20	Member Development
	2.21 SLA
	2.22 Conferences
	2.23 Professional Development

3 Membership Engagement	
3.10	Building Member Engagement ($3)
	3.100 Benjamin
	3.101 Brigham
	3.102 Carlock
	3.103 Cedar Ridge
	3.104 Chiddix Junior High
	3.105 Evans Junior High
	3.106 Eagle Road
	3.107 Fairview
	3.108 Field
	3.109 Fox Creek
	3.110 Glenn
	3.111 Grove
	3.112 Hoose
	3.113 Hudson
	3.114 Kingsley Junior High
	3.115 NCHS
	3.116 NCWHS
	3.117 Northpoint
	3.118 Oakdale
	3.119 Parkside Elementary

3 Membership Engagement cont.	
	3.120 Parkside Junior High
	3.121 Pepper Ridge
	3.122 Prairieland
	3.123 Sugar Creek
	3.124 Towanda
	3.125 Unit Office
	3.121 Pepper Ridge
4 Council and Committees	
4.10	Grievance/Arbitration
4.20	Collective Bargaining
4.30	Hospitality/Social
	4.31 Food/Drink for activities
	4.32 Condolences/Celebrations
	4.33 Milestone Celebration
	4.34 UFEA promotional
5 Scholarship and Philanthropy	
5.10	Scholarship
5.20	Philanthropy

**All IPACE funds and related documents are maintained separately.*

Revised 2019-2020