

EXPENSE VOUCHER

DATE: _____

BUDGET LINE/CATEGORY: _____

Expense Description	Expense Amount
	\$
	\$
	\$
	\$
Must include <u>itemized</u> 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		3 Membership Engagement		3 Membership Engagement cont.	
	1.21	Supplies and Postage	3.10	Building Member Engagement (\$3)		3.120 Parkside Junior High
	1.22	Website		3.100 Benjamin		3.121 Pepper Ridge
	1.30	President Expenses		3.101 Brigham		3.122 Prairieland
		1.31 President Phone		3.102 Carlock		3.123 Sugar Creek
		1.32 President Mileage		3.103 Cedar Ridge		3.124 Towanda
		1.33 Full-time release		3.104 Chiddix Junior High		3.125 Unit Office
		1.34 Summer Stipend		3.105 Evans Junior High		3.121 Pepper Ridge
	1.41	Officer Stipends		3.106 Eagle Road		
	1.50	Committee Chair Stipends		3.107 Fairview		
	1.61	Audit		3.108 Field		4 Council and Committees
	1.71	Association Days		3.109 Fox Creek	4.10	Grievance/Arbitration
				3.110 Glenn	4.20	Collective Bargaining
				3.111 Grove	4.30	Hospitality/Social
				3.112 Hoose		4.31 Food/Drink for activities
				3.113 Hudson		4.32 Condolences/Celebrations
				3.114 Kingsley Junior High		4.33 Milestone Celebration
				3.115 NCHS		4.34 UFEA promotional
				3.116 NCWHS		
				3.117 Northpoint		5 Scholarship and Philanthropy
				3.118 Oakdale	5.10	Scholarship
				3.119 Parkside Elementary	5.20	Philanthropy

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