

TRAVIS UNIFIED TEACHERS ASSOCIATION
Expense Voucher

Instructions: Use this voucher to request a check payable to only one person or company. Multiple types of expenses can be reimbursed on one voucher, AS LONG AS it is payable to only one person or company. To be reimbursed, receipts for all items must be attached AS WELL AS a signature from the E. Board and the Treasurer.

Submitted by: _____

Date Submitted: _____

Make Check Payable to: _____

Mailing Address: (if applicable) _____

| Item # | Purchase Date | Description | Cost | Budget Category (See box below) |
|--------|---------------|-------------|------|------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

Authorized by:

 Executive Board Member

 Treasurer

| Budget Categories | |
|--------------------------|-------------------------|
| Bargaining | Organizing |
| Conferences | Printing |
| Gifts/Scholarships | Release Time |
| Meetings | Storage Space |
| Mileage | IFT Grant |
| Office/Audit/Taxes | CTA Grant Reimbursement |

| Date Issued | Check # | Total Cost |
|-------------|---------|------------|
| | | |