



# Claims Voucher

**MUST FIRST BE SENT TO PRESIDENT FOR APPROVAL**

## **Bellevue Association of Educational Office Professionals**

**Expenditure Instructions:**

Claims Vouchers must first be sent to President for approval and then forwarded to treasurer for payment. All claims must have original itemized receipts attached or payment will be refused (no Visa receipt accepted). Any meal expense under \$10.00 does not require a receipt, but if you have one, please attach it to the voucher. All expenses must be claimed exactly as stated on receipt. If an item appears on a receipt that is not being claimed, please highlight or circle any items that are being claimed and write total at bottom of receipt.

**Expenditure Guidelines:**

Prior approval is required for any expense exceeding \$25.00 other than normal operating expenses (ie newsletter printing). Flowers and/or cards for illness or death are allowable expenses at the discretion of the president.

**Expenditures for President:**

National and State Conference or Institute expenses will include cost of meals up to \$45.00 per day: Breakfast - \$10.00; Lunch - \$15.00; Dinner - \$20.00, and lodging at double occupancy. Airline expense will be paid for travel over 250 miles. If the conference is less than 250 miles, a gas allowance will be paid at the rate currently being paid by the District.

President will be reimbursed for annual BAEOP, WAEOP and NAEOP dues, during their term of office.

Date of Request: \_\_\_\_\_

Claimant Name: \_\_\_\_\_

Work Location and Phone: \_\_\_\_\_

<b>Treasurer's Use Only</b>
Date Paid:
Check No.
Amt Paid

Date	Description	Amount

**Total Amount of Claim:**

I hereby certify that the above claim in the amount of \$ _____ is correct and that no part of same has been paid.	
Date:	Claimant:
Date:	President:
Date:	Treasurer: