

WASHINGTON ASSOCIATION OF CAREER AND TECHNICAL EDUCATION  
**FAMILY AND CONSUMER SCIENCES EDUCATORS**

MAIL TO: Molly Galbreath, PRESIDENT

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**EXPENSE VOUCHER**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Charge-to-Account Number \_\_\_\_\_

*SIGNATURE* \_\_\_\_\_

- |                              |                              |                                 |
|------------------------------|------------------------------|---------------------------------|
| <b>800</b> Past President    | <b>807</b> Membership        | <b>813</b> Awards               |
| <b>801</b> President         | <b>808</b> Newsletter        | <b>814</b> Website              |
| <b>802</b> President elect   | <b>809</b> Legislative       | <b>815</b> Program Development  |
| <b>803</b> Secretary         | <b>810a</b> Public Relations | <b>816</b> Executive Director   |
| <b>804</b> Treasurer         | <b>810b</b> FACSE Store      | <b>817</b> WA-ACTE Conference   |
| <b>805</b> Executive Board   | <b>811</b> Nominations       | <b>818</b> FACS Fall Conference |
| <b>806</b> A-ACTE Convention | <b>812</b> Network           | <b>819</b> Banking              |

**INSTRUCTIONS**

Complete all information on this voucher. **Attach all necessary receipts.** Sign and return to person and address below within 60 days. Use a separate voucher for each different charge-to-account number.

EXPENSES	AMOUNT
<b>MILEAGE</b> (miles @ .585 cents per mile)	\$

<b>DETAIL OF TRAVEL EXPENSES:</b>		
<b>MEALS</b>		\$
<b>LODGING</b>		\$
<b>TELEPHONE</b>		\$
<b>POSTAGE</b>		\$
<b>COMMITTEE SUPPLIES</b>		\$
<b>OTHER TRANSPORTATION</b>		\$
<b>CONFERENCE EXPENSES</b>		\$
<b>OTHER EXPENSES</b>		\$
<b>TOTAL EXPENSES</b>		\$

<b>DATE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>PURPOSE</b>
<b>TOTAL</b>	\$	\$	\$	

APPROVAL FOR PAYMENT:    PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

Check number \_\_\_\_\_ Date Paid \_\_\_\_\_ TREASURER \_\_\_\_\_

*Updated 8/5/08*