



Association of California School Administrators  
**ACSA Santa Clara County Region 8**  
998 Spencer Ave  
San Jose, CA 95125

## Expense Voucher

Date: \_\_\_\_\_

TO: ACSA Region 8,  
Attn: Ann Jones 998 Spencer Ave San Jose, CA 95125  
Or email to ajhereathome@comcast.net

Date of Expense \_\_\_\_\_ Purpose of expense or meeting \_\_\_\_\_

Issue Check to: \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone # \_\_\_\_\_

Office or Committee Approval \_\_\_\_\_

Region President Approval \_\_\_\_\_

Travel: Mileage \_\_\_\_\_ miles @ \_\_\_\_\_ per mile \$ \_\_\_\_\_

Transportation (all expenses other than mileage) \_\_\_\_\_

Honorarium (including speaker's fees) \_\_\_\_\_

\*\*Attach IRS Form W9 if not already submitted

Printing \_\_\_\_\_

Lodging \_\_\_\_\_

Meals (including tips) \_\_\_\_\_

Telephone \_\_\_\_\_

Office Supplies \_\_\_\_\_

Miscellaneous (describe) \_\_\_\_\_

Total Expense \_\_\_\_\_

(Please attach all applicable receipts)

Signature \_\_\_\_\_

\_\_\_\_\_