



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 1970 Dreydon Avenue, Cambria CA 93438
Or email to ajhereathome@gmail.com

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 _____

Other (describe) _____

Total Expense _____

(Please attach all applicable receipts)

Signature _____