

**California Workforce Connection  
Expense Voucher 2019/2020**

NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: CA ZIP \_\_\_\_\_  
 PH.NO. WK# \_\_\_\_\_ HOME# \_\_\_\_\_  
 Position: \_\_\_\_\_

DATE: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cat.No.	Cat. Description	Expense Amt.	Receipt	Activity Descrip. (Exec.Bd, Sub-Chapter,etc)
8780	Meeting			
	Other Meeting			
Travel	Air Fare			
	Train			
	Shuttle			
	Car Rental			
	Auto@ \$.50/mi			# of miles @ \$.50/mi.
	Parking			
	Other			
Lodging	\$65.00 X Nights=			
Meeting	Facility Cost			
Expenses				
	Meal Cost			
	Other			
	<b>Total Meetings</b>			

**List Category Number and Descriptions for other Meetings &/or Expenses below:**

Cat.No.	Cat. Description	Expense Amt.	Receipt	Activity Descrip. (Exec.Bd, Sub-Chapter,etc)
8800	Other Meetings			
	Other Total			

**Additional Budget Categories and Descriptions**

- |                               |                                |                          |
|-------------------------------|--------------------------------|--------------------------|
| 7610-Admin Equip/Supplies     | 8160-Membership Chair Exp      | 8970-Conf Site Committee |
| 7620-Postage                  | 8170-Past President's Assoc Ch | 8980- Awards Exp         |
| 7660-Admin Exp /Other         | 8180-Retiree Chair             | 8990- Misc               |
| 7930-1 stVP Exp               | 8185-State Convention Chair    |                          |
| 7940-2nd VP Exp               | 8200-Veterans Chair            |                          |
| 7950- Treas Exp               | 8210-St Conf Plan Committee    |                          |
| 8000-District I Exp           | 8230-Finance Committee         |                          |
| 8010-DistrictII Exp           | 8240-Internet Site Coord       |                          |
| 8020-District In Exp          | 8260-Local Chap Act Committee  |                          |
| 8030-District IV Exp          | 8310-Speaker Fund              |                          |
| 8040-District Dir Train       | 8340- Fundraiser Exp           |                          |
| 8100- Awards Committee        | 8820- Sub Chap Treas Training  |                          |
| 8110-Bybee Board Exp          | 8870- Postage (Sec/Member)     |                          |
| 8120- Bylaws/Policy Chair Exp | 8880- Supplies( Sec/Member)    |                          |
| 8130- Education Chair Exp     | 8891- Printing (Sec/Member)    |                          |

CAT.#8780-Meeting total\$ _____
ALL OTHER TOTALS\$ _____
TOTAL APPROVED \$ _____
Dist Rep Sign _____
President/VP Sign _____

Amt Pd. _____	Ck.No. _____
Treasurer Sign _____	Date _____