



Association of Washington School Principals  
 Washington School Principals' Education Foundation  
**Expense Claim Voucher**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Purpose of Event \_\_\_\_\_

**COMPONENTS/COMMITTEES:** If applicable, please indicate the component or committee the expense belongs to. Here are some examples:

- AWSP/WSPEF
- ESPAW (Elementary)
- AWMLP (Middle Level)
- WASSP (High School)
- Any of AWSP's committees (Advocacy, Communications, etc.)

Expense Date	Description of Reimbursable Expense	Expense Amount	Component/Committee <i>(If applicable - see key above)</i>	Account Function/Code <i>(Office Use Only)</i>
<b>Total expenses:</b>				

*I hereby certify that the above claim is correct and due to me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized by \_\_\_\_\_

**Association of Washington School Principals**  
 1021 8<sup>th</sup> Ave. SE | Olympia, WA 98501-1500 | 800.562.6100  
 Email: [expenses@awsp.org](mailto:expenses@awsp.org) | Fax: 360.357.7966

**RECEIPTS:** Three ways to submit: 1) Scan receipts as a PDF and attach them, along with this form, in an email to [expenses@awsp.org](mailto:expenses@awsp.org); 2) Mail with this form to AWSP, 1021 8<sup>th</sup> Ave. SE, Olympia, WA 98501; or 3) Fax your receipts with this form to 360.357.7966.

**NOTE:** Please print or save a copy of this form for your personal records.

**DEADLINE:** Please submit expense vouchers within **30 days** after travel/event.

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## Guidelines Covering Travel and Expenses

AWSP appreciates the time and effort you have given to the Association and wishes to reimburse you for out-of-pocket expenses while at the same time, we believe we are obliged to be good stewards of Association funds by using the least expensive option for traveling. With that in mind, we have developed the following guidelines to govern travel and expenses. Thank you for helping us, by using AWSP funds prudently.

**PLEASE SUBMIT EXPENSE VOUCHERS WITHIN 30 DAYS AFTER TRAVEL/EVENT.  
ALL RECEIPTS/TICKET STUBS MUST BE ATTACHED TO THE CLAIM VOUCHER.**

### 1. AIR TRAVEL

You will be reimbursed for the cost of coach airfare to and from AWSP meetings. In order to keep costs down, please book tickets at least one month in advance, whenever possible. Please compare costs of driving vs. flying when making travel decisions.

### 2. MILEAGE REIMBURSEMENT

The total amount of the mileage claimed should not exceed the cost of coach airfare. Mileage is reimbursed at the current IRS rate. Please check both possibilities prior to finalizing your travel plans. As of January 1, 2019, the reimbursement rate is \$0.58 per mile.

### 3. LODGING

Board and committee members will be expected to stay the fewest nights possible, enabling them to fulfill the obligation of serving on the boards or committees.

### 4. MEALS

When meals are not provided as part of an official function, they will be reimbursed with the following maximum allowances:

Breakfast - \$15.00      Lunch - \$18.00      Dinner - \$28.00

**A receipt is needed if you are claiming the maximum allowance. If you are claiming less than the maximum NO receipt is necessary.**

Meals that are part of an official function will be reimbursed at the actual cost of the meals. Reimbursement will not be provided for alcoholic beverages.

### 5. REGISTRATION FEES

Meeting or conference registration fees for official component group representatives will be reimbursed. Members will be expected to take advantage of cost saving "Early Bird Registration" if available.

### 6. OTHER TRANSPORTATION FEES—TAXIS, CAR RENTALS, PARKING, ETC

Members are expected to utilize the most economical means of transportation available. Free shuttles, carpooling or public transportation should be used when available. In some circumstances, the use of taxis or rental cars may be necessary. These expenditures should be used only when other more economical means of transportation are not available. Prior approval will be required for car rentals.

If there is a question about any expenditure made on behalf of the Association, please do not hesitate to call AWSP staff to discuss the explanation of the claim. If there is a substantial sum involved, it is desirable these expenditures be reviewed in advance with the appropriate Association director. These procedures are subject to revision each year.