



Serving school media and information technology professionals

Official Voucher

Date: _____

TOTAL AMOUNT _____

NOTE: Receipts must be attached with detailed explanation given below.

1. Check made out to:

2. Check to be mailed to:

3. Person authorizing payment (see guide #1)

4. Geographic region: (please mark one)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Northwest | <input type="checkbox"/> Northeast |
| <input type="checkbox"/> West Central | <input type="checkbox"/> East Central |
| <input type="checkbox"/> Metro | <input type="checkbox"/> Southwest |
| <input type="checkbox"/> South Central | <input type="checkbox"/> Southeast |

5. SID or Committee _____

6. Publication _____

7. Conference _____

8. Approved projects _____

9. Category (place totals if appropriate)

- | | |
|--------------------------|---------------------------------|
| Supplies _____ | Contracted Staff _____ |
| Telephone _____ | Administrative Assistant _____ |
| Postage _____ | Regional meeting expense: _____ |
| Financial expense: _____ | |

10. Miles traveled _____ less 50= _____ Miles reimbursable at current IRS rate: \$ _____

11. Explanation of purpose (Attach Receipted Bills): _____

DO NOT MARK IN THIS BOX

CK. #: _____

DATE PAID: _____

Treasurer's Initials _____

Number	Budget Category	Amount

Send authorized voucher to:

Margaret Meyer
MEMO TREASURER
4371 – 107th Ave
Clear Lake, MN 55319

Guide for Completing Voucher

1. Voucher must be authorized by:
 - a. Regional Chair
 - b. Special Interest Division Chair
 - c. Committee Chair
 - d. MEMO Officer/Liaison/Editor
2. Explain the expense, receipts are necessary.

Reimbursement Policy:

1. Meetings should take place in conjunction with other professional meetings.
2. There is no reimbursement for travel to/from a meeting that is held in conjunction with another statewide, regional or SID meeting (Leadership Conference, Fall Conference, Mid-Winter, Regional, SID, etc.)
3. No Honorarium for MEMO conference participation will be given to MEMO members.
4. Travel will be paid to committee meetings, if planned in the committee budget. (Deduct 50 miles from total mileage.)
5. Printing, postage, telephone, etc. incurred for MEMO business.