

CCEA Expense Voucher

Check # _____

Payable To: _____

Date	Description/Event	Account	Amount	
				Approval
				Date Paid
				Amount Paid
				Treasurer
TOTAL				

Receipts must be submitted in an attached envelope with your name and your school name no later than 60 days after the event for reimbursement.

CCEA Expense Voucher

Check # _____

Payable To: _____

Date	Description/Event	Account	Amount	
				Approval
				Date Paid
				Amount Paid
				Treasurer
TOTAL				

Receipts must be submitted in an attached envelope with your name and your school name no later than 60 days after the event for reimbursement.