

# Education Committee Chair Expenditures Worksheet

Date \_\_\_\_\_

Name of Workshop \_\_\_\_\_

Education Committee Chair Name \_\_\_\_\_

**Expenses:**

Speaker fees, travel, hotel and per diem \_\_\_\_\_

Printing & Copying \_\_\_\_\_

Materials \_\_\_\_\_

Telephone \_\_\_\_\_

Speakers Gifts \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**Sign and attach all receipts related to expenditures above.**

**Submit to the TEEA Treasurer within 30 days after the State Conference ends.**