AWSP
ASSOCIATION OF WASHINGTON SCHOOL PRINCIPALS

WASHINGTON SCHOOL PRINCIPALS'
EDUCATION FOUNDATION

Association of Washington School Principals
Washington School Principals' Education Foundation

Expense Claim Voucher

Name: _____

Mailing Address_____ ☐ *New address*

City, State, ZIP_____

Purpose of Event _____

****An Itemized receipt is needed for meals.**

COMMITTEES/ADVISORY COUNCILS: If applicable, please indicate the component or committee the expense belongs to. Examples:

- AWSP/WSPEF
- Elementary School Leadership Committee
- Middle School Leadership Committee
- High School Leadership Committee
- Any of AWSP's Advisory Councils (Advocacy, Comms, etc.)

Expense Date	Date of Reimburseable Expense	Expense Amount	Committee/Advisory Council *(If Applicable)*	Account Function/Code *(Office Use Only)*
	Total Expenses			

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

Name: _____Date: _____

Authorized by: _____

Association of Washington School Principals
1021 8th Ave SE | Olympia, WA 98501-1500 | 800..562.6100
Email: 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; 2) Mail with this form to AWSP, 1021 8th Ave. SE, Olympia, WA 98501; or 3) Fax your receipts with this form to 360.357.7966.

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. Effective October 1, 2025, AWSP will cap reimbursement at $250 round trip per event for in-state travel. 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

Mileage is reimbursed at half the current IRS rate ($0.725). As of January 1, 2026, the reimbursement rate is $0.37 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

An Itemized receipt is needed for meals. Meals are eligible for reimbursement only when necessary during official travel and purchased more than 60 miles from the traveler's home. When meals are not provided as part of an official function, they will be reimbursed up to the following maximum allowances:

Breakfast - $17.00 **Lunch - $20.00** **Dinner - $31.00**

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.

Revised November 2026