



# Idaho Music Educators Association

## Administrative Expenses



(IMEA Board Members, State Solo, All-State Honor Groups, Session Chairs., etc.)

NAME: \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Purpose of Expenses:  IMEA Board Meeting     All-State Conference     All-State Honor Groups  
 MENC National Assembly     State Solo     Other \_\_\_\_\_

<b>EXPENSES - OTHER THAN TRAVEL</b>					
	For the period		Description	Amount	
	From	To		\$	\$
Postage				\$	
Printing/Copying				\$	
Office Supplies				\$	
Telephone				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
Total Expenses					

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Account:	Amount:
Account:	Amount:
Account:	Amount:
Account:	Amount:
Date Paid:	

**PLEASE SUBMIT EXPENSES  
WITHIN **30** DAYS AND  
ATTACH RECEIPTS OR COPIES  
OF ALL BILLS.**

Submit to: Karen A. Goodrich  
IMEA Business Manager  
132 B West 500 South  
Jerome, ID 83338