



# TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

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## M E M O R A N D U M

**DATE:** August 2007  
**TO:** TCCTA Convention Section Chairs  
**FROM:** Carole Hawkins, Assistant to the Executive Director  
**SUBJECT:** Section Meeting Expenses, 2008 Convention

If needed, TCCTA Expense Voucher forms are available in printable format from our Web site ([www.tccta.org](http://www.tccta.org)). Click on “Archives” at the bottom center of the page, and then scroll down to “Forms” to find the “Expense Voucher” for printing. This form is for use in requesting reimbursement for expenses incurred in connection with the meeting of your section.

Some section chairs have indicated a desire to obtain checks for speakers’ honoraria prior to the convention. To do this, you should submit proper vouchers, clearly indicating the names of the guest speakers and the address to which you want the checks mailed. **PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING THE VOUCHERS AND ISSUING THE CHECKS.** Checks for speakers’ honoraria must be made payable to the speakers.

Other expenses incurred in direct relation to the section meeting should be reported on a voucher form, with receipts attached, and submitted to the state office for payment as soon as possible after the convention, but in any case prior to March 15, 2008. **May I call your attention to the Policies Regarding Convention Section Meetings (especially to Item No. 4), for specific information concerning allowable expense items.**

**You will also note in the Policies the maximum funding to which each section is entitled.** Requests for additional funds should be submitted directly to TCCTA President Terry Mouchayleh, 5113 Southwest Parkway, Suite 185, Austin, Texas 78735, no later than November 30, 2007. Requests for additional funds will be considered on a first-come, first-serve basis. **NO REQUEST FOR ADDITIONAL FUNDING WILL BE ACCEPTED AFTER THE CONVENTION.**

It is the section chair’s responsibility to see that expenditures for his or her section are kept within the budgeted amount.

If you have any questions concerning these matters, please feel free to contact this office directly. My e-mail address is [chawkins@tctc.org](mailto:chawkins@tctc.org). You may also call toll free, 1-800-288-6850 (in Austin, call 328-2044), extension 12.

We greatly appreciate your willingness to assume the responsibilities associated with your position of leadership among your colleagues, and all of us are eager to cooperate with you in every possible way to help assure the complete success of your section meeting program!