

# **1-Motion for Secretary Reimbursement of Expenses**

**September 2, 2025**

**Submitted by:** Fernando B., Secretary of SETA Area 67 Panel 75

**To:** SETA Area Assembly

## **Motion 1**

Request reimbursement of **\$93** for expenses exceeding the budget of \$150 for supplies, due to costs incurred in printing and transcribing the Minutes of the July/June Assembly.

## **Background:**

Printing costs for the second assembly totaled **\$223.00**, which is **\$73.00 over budget**.

One-month subscription to TurboScribe transcription software totaled **\$20.00**.

**Total reimbursement requested: \$93.00 (over budget).**

## **Budget Overview (2025):**

Postage: \$0

Supplies: \$150

**Subtotal: \$150**

## **Supporting Documentation:**

Invoice for July/June 2025 Assembly printing costs.

Invoice for one-month TurboScribe subscription (July 2025)