East Tallahatchie School District
Voucher for Reimbursement of Expenses
Incident to Official Travel

Name: _____

Address: _____

Date(s) Traveled: _____

Name of Meeting: _____

Destination: _____

Central Office Use Only:
Funding Source/Account Code _____

AN APPROVED FORM FORM 202 OR FORM 302 MUST BE ATTACHED IN ORDER TO RECEIVE REIMBURSEMENT.

MEALS: $68 per day **Mileage: $.70 per mile**

GROUND TRANSPORTATION:	Actual Mileage (Daily totals reported on back of form)	$ _____
AIR TRANSPORTATION:	(Must attach copy of airline ticket)	$ _____
MOTEL EXPENSE:	(Must attach receipt) (deduct phone calls, movies, meals, etc., before entering amount)	$ _____
MEALS*:	Receipts must be attached & daily totals reported on back of form.	$ _____
REGISTRATION FEE:	(If not paid in advance) (Must attach receipt)	$ _____
OTHER EXPENSES:	(Must List Individually & Attach Receipts: i.e., Taxi, parking, tips, rental car, gasoline (if not claiming mileage, etc.)	$ _____
_____		$ _____
_____		$ _____
_____		$ _____
TOTAL REIMBURSEMENT AMOUNT REQUESTED:		$ _____

I certify that the above amount claimed by me for expenses is true and just in all respects.

_____ _____
Signature of Employee requesting reimbursement: Date

_____ _____
Signature of Principal, Director or Supervisor (Required) Date

_____ _____
Signature of Superintendent Date

NOTE: Meal reimbursement is allowed ONLY if an overnight stay is required.

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BREAKDOWN OF SUBSISTENCE AND TRAVEL

Expenses are to be recorded by the day, not the trip.

Date	Break-fast	Lunch	Dinner	Total Amount Allowed	Motel	Daily Total	Purpose	Points of Travel	Total Miles	Public Carrier	Other Expenses
Example	$6.00	$9.00	$15.00	$30.00			State Math Conference	Chareston to Jackson	225		Registration $25.00
Example	$7.00	$10.00	$18.00	$35.00			Data Conference	Charleston to Biloxi	600		
				Totals							
										Total	

OTHER AUTHORIZED EXPENSES:
e.g. Registration, meal tips (subject to daily limit), bags, parking, and ground transportation (Out-of-State)

.. Receipts must be attached for all expenses. e.g. Meals, Registration, and Taxi