

**WEST BOLIVAR CONSOLIDATED SCHOOL DISTRICT**

**TRAVEL VOUCHER**

REQUESTED BY \_\_\_\_\_

POSITION \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE	POINT VISITED	MILES ONE WAY	TOTAL MILES	AMOUNT OF CLAIM (total miles @ .58 per mile)

**SUBTOTAL \$** \_\_\_\_\_

\*MEALS \_\_\_\_\_ DAYS \$41.00 PER DAY----- \$ \_\_\_\_\_

\*\*Oxford, MS-\$51.00; Southaven, MS & Starksville, MS-\$46.00

MOTEL (MUST ATTACHED RECEIPT) ----- \$ \_\_\_\_\_

OTHER EXPENSES (LIST & DOCUMENT) ----- \$ \_\_\_\_\_

TOTAL EXPENSES CLAIMES FOR REIMBURSEMENT: \$ \_\_\_\_\_

It is the policy of West Bolivar Consolidated School District that all reasonable and necessary expenses for official travel incurred by district employees are reimbursed according to the laws of the State of Mississippi. Penalty for presenting fraudulent claim is a fine of no more than \$250.00; civil liability for the full amount received illegally, and in addition, removal from office or position held by the person presenting such claim (Section 25-3-45, Mississippi Code 1972).

\_\_\_\_\_  
REQUESTER'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S/SUPERVISIOR'S SIGNATURE

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

\*MEAL CLAIM BASED ON OVERNIGHT STAY

**\*MUST BE ON GREEN PAPER\***