

# East Tallahatchie School District

Raymond Russel, Superintendent  
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Charleston, MS 38921  
662-647-5524 phone • 662-647-3720 fax

## 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: \$59 per day (depending on destination); Mileage: \$.0655 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.))	\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
<b>TOTAL REIMBURSEMENT AMOUNT REQUESTED:</b>		<b>\$ _____</b>

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)

\_\_\_\_\_  
Signature of Superintendent

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

Revised • 4/17/2024

# BREAKDOWN OF SUBSISTENCE AND TRAVEL

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

Date	Breakfast	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	Charleston to Jackson	225		Registration \$25.00
Example	\$7.00	\$10.00	\$18.00	\$35.00			Data Conference	Charleston to Biloxi	600		
Totals											

**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