



Travel Voucher

Revised January 1, 2026

Date	Travel From	Travel To	Total Miles	Miles x .725	Meals	Lodging (Receipts Required)	Misc Expense Please Specify	Total Expense	Purpose of Travel
GRAND TOTAL									

*For Mileage Reimbursements, your beginning point (going straight from point A to point B) must be the closest to your traveling destination (School or Residence)

*Please note no reimbursement shall be made for lodging within 50 miles of a traveler's official headquarters and/or residence, without prior approval.

Per Diem for **overnight** food cost:

Out-of-State (\$50/day) - \$10 Breakfast, \$15 Lunch, \$25 Supper

In-State (\$35/day) - \$8 Breakfast, \$ 10 Lunch, \$17 Supper

Please specify the amount and the account number from which the above travel documentation should be paid:

Amount: _____ Account Number: _____

Employee Signature

Principal Approval

Superintendent Approval