

Avoyelles Parish School Board Expense Report

Exhibit #7

School/Building _____ Name _____ Address _____ Job Position _____ Date Submitted _____	Account Name _____ Account Group _____ Account _____
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Date	Destination	Description	Mileage

I certify that the charges set forth on this expense account have been examined by me; that the services for which the charges are made were necessary and proper; and that the amounts claimed are correct and reasonable.

_____ Miles @ .655= _____ Other (see <i>attached</i>) _____ Total Expenses _____ Budget _____ Over/Under _____	Signature _____ Principal _____ Supervisor/Director _____
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Steps for Travel Reimbursement(Submit 1(one) expense report per overnight trip.)

- 1) Approved request for overnight travel
- 2) Dated, itemized receipts for hotel, flight, regis., etc. and proof of payment
- 3) Agenda
- 4) Indicate mileage traveled
- 5) Sign BOTH sheets of expense report
- 6) Reimbursement will be made up to approved budgeted amount.

Rev 5/9/2022

Exhibit # 7

Travel Voucher

[illegible]

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- a. Registration documentation/receipt is required.
- b. Meals allowance includes gratuity.

Number of breakfast, lunch, and dinner meals claimed must be shown on this travel voucher.
- c. Actual cab fares in connection with meetings are allowed, plus tip/gratuity not to exceed 15%. Indicate cab fares with gratuity and hotel parking under "Other Expense(s)" column. (Receipts are required for both.)
- d. Original detailed/itemized hotel bills are still required for lodging.

Signature