REVISED 8/27/26

TRAVEL VOUCHER

East Tallahatchie School District

Employee Travel Reimbursement Form

2026-2027 |
411 East Chestnut Street, Charleston, MS 38921
662-647-5524 | Fax 662-647-3720 |
www.etsd.k12.ms.us

Attach the approved Form 202 (or Form 302 when applicable), itemized receipts, agenda/itinerary, proof of payment, and required cost comparisons. Submit promptly after travel under Business Office procedures.

TRAVELER AND TRIP

Employee name	Employee/vendor ID
Home mailing address	School/department
Travel dates	Meeting/Event
Destination	Purpose

REIMBURSEMENT SUMMARY

Category	Basis / Required support	Amount
Mileage	Actual business miles; rate selected below	$
Public transportation / airfare	Itemized receipt and proof of payment	$
Lodging	Itemized hotel receipt; remove personal charges	$
Meals	Actual cost, current location cap, ETSD documentation	$
Registration	Receipt/proof of payment unless district paid	$
Other authorized expense	Itemize on page 2 and attach receipt	$
Total reimbursement requested		$

STATE MILEAGE RATE - EFFECTIVE JANUARY 16, 2026

Select one rate and document vehicle availability: $0.725 per mile when no district/government vehicle is available. $0.205 per mile when a district/government vehicle is available but the employee chooses to use a personal vehicle.

Rate selected	Business miles
Mileage calculation	District/government vehicle availability verified by

Meal reminder: **Report actual meal costs by day. The standard Mississippi maximum is $68 per day through September 30, 2026; the rate for the travel date and location controls. Alcohol and personal expenses are not reimbursable**.

CERTIFICATION AND APPROVAL

I certify that this claim is true, correct, necessary for official district business, not reimbursed from another source, and supported by the attached records. I have removed personal expenses and returned any advance or credit due to ETSD.

Employee signature / date	Principal/Director/Supervisor / date
	Superintendent or designee / date

East Tallahatchie School District

Employee Travel Reimbursement - Daily Detail

2026-2027 |

411 East Chestnut Street, Charleston, MS 38921
662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Date	From / To / Purpose	Miles	Mileage $	Breakfast	Lunch	Dinner	Lodging	Other	Daily Total

Other authorized expenses - description and business purpose

Mileage route/odometer/map documentation notes

Receipts must be attached for lodging, airfare/public carrier, registration, rental vehicles, and other expenses as required. ETSD requires sufficient meal documentation. No commuting mileage between home and the regular duty station is reimbursable.