

**2024 TRAVEL VOUCHER**

Check One:	
Employee	<input type="checkbox"/>
Contract Worker	<input type="checkbox"/>
Board Member	<input type="checkbox"/>

State of Mississippi: \_\_\_\_\_  
(Agency or Institution)

Employee SSN (Last 4): \_\_\_\_\_ PIN/WIN: \_\_\_\_\_

***\*Please Note: Employee SSN is optional. Only utilize if requested by agency.\****

Name: \_\_\_\_\_ PID#: \_\_\_\_\_

Address: \_\_\_\_\_

	<input type="checkbox"/>
	<input type="checkbox"/>

**To be reimbursed all travel must be approved by the School Board. Please attach a copy of the minutes were your travel was approved to this form.**

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from \_\_\_\_\_ to \_\_\_\_\_. The itemized statement follows.


Check Box(es):	In-State	Out-of-State	Out-of-Country	PTE Request

Prior to Trip Expenses (PTE) Request:	
Lodging	
Public Carrier	
Registration	
Payment Information (Traveler complete, if known)	
Trip #	
Travel Voucher #	
SAAS Ag #	
SPAHS Ag #	
Fund #	
Activity / Location	
Org / Sub Org	
Rpt Category	
Project / Sub Proj	

Per Diem in Lieu of Subsistence	
Taxable Meals	
Non-Taxable Meals	
Lodging	
Registration	
Total Rental Cost	
Travel in Private Vehicle	
Travel in Rented Vehicle	
Travel in Public Carrier	
Other:	
Sub Total	
Less: Travel Advance	
Less: PTE Lodging	
Less: PTE Public Carrier	
Less: PTE Registration	
Net Payment (Overpayment)	

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

