

East Tallahatchie School District 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: \$68 per day Mileage: \$.70 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.)) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$ _____

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)

Date

Signature of Superintendent

Date

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

Revised • 1/15/2025

BREAKDOWN OF SUBSISTENCE AND TRAVEL

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

Date	Break-fast	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	Chareston 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