

TRAVEL EXPENSE VOUCHER

Employee Information		Travel Information	
Name:		Nature of Official Business:	
Address:			
School:		Dates of Official Business:	
Date of Application:		Location of Official Business:	
OFFICE USE ONLY		Departure Time and Date:	
Expense Account Code:		Return Time and Date:	
Expense Account Code:		Comments:	
Expense Account Code:			
Is travel to be reimbursed by another agency?		If "YES," Which Agency?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Agency Name:	
PLEASE READ THE GUIDELINES ON THE BACK BEFORE PROCEEDING (Show each date and itemize each expense)			

TRAVEL DATES								TOTALS
Hotel:								
Meals:								
Registration:								
Automobile: @ current rate (60¢)								
Commercial Travel (Specify)								
Other Expenses: (Give Details)								
Other Expenses: (Give Details)								
TOTAL TRAVEL COST								
LESS: AMOUNT CHARGED TO TRAVEL AGENCY								
LESS: PRE-REGISTRATION								
LESS: OTHER (Give Details)								
TOTAL DUE CLAIMANT								

OFFICE USE ONLY		
Check Number	Check Date	

I certify that the above expenses are for official School District No. 25 business:

_____ _____ _____

Claimant's Signature

Date

Supervisor's Signature

It is very important that your travel voucher is filled out completely and signed. To avoid a delay in receiving your check, be sure to review your travel voucher carefully. Include names, itemized expenses by date, and receipts. Also, please refer to the back of this form for other guidelines.

**POCATELLO / CHUBBUCK
SCHOOL DISTRICT NO. 25
Bannock, Idaho**

TRAVEL INSTRUCTIONS & GUIDELINES

1. All School District travel must be approved by Form G-5 (Professional Leave Request) five working days **PRIOR** to the trip.
2. This travel expense voucher must be filled out completely. Indicate location, times, dates, and nature of the travel. If the travel is to be reimbursed by another agency, be sure to complete that section.
3. Show each date and itemize each expense by date. The following are reimbursable expenses:

- A. Lodging.....Actual Cost
•A documented receipt (folio) for actual costs must be attached to this travel voucher upon return of the trip. Credit card receipts **ARE NOT ACCEPTABLE!**
- B. Meals..... * Per Diem (amount listed below)
No cost shall be claimed which is not incurred. If meals are provided as part of an employee’s participation in a conference or other activity, costs for such meals shall not be claimed. If adequate meals are provided as part of air travel, no cost shall be claimed for such meals.

Partial Day (Maximum)		*Out of state per diem – \$60	*In state per diem – \$55
Breakfast	22%	\$13.20	\$12.10
Lunch	31%	\$18.60	\$17.05
Dinner	47%	\$28.20	\$25.85

- C. Gratuities are not reimbursed.
- D. Miscellaneous Expenses; Registration; Taxi, Parking, Etc.....Actual Cost
•Documented receipts must be attached.
- E. Car Expense..... Out of district - 60 cents per mile
•Miles will be reimbursed according to the State Travel Mileage Chart
- F. Air, Bus, or Train.....Actual Cost
•If the air fare was charged, indicate on the voucher and subtract from the total travel cost.
•If there is a change fee included, it will be necessary to verify the reason of change. Please note: Some change fees will not be covered. This cost may become a personal expense item for the traveler.
4. Partial Reimbursement or Flat Fees. Predetermined allotments or flat fees are set for some conferences. These allotments cover only part of the costs. It is necessary to identify the expense to which the partial reimbursement or flat fee is to be applied. Receipts are to be attached verifying the expenditures.
5. Pre-registration. If a check was issued for pre-registration, indicate this on the voucher. Subtract from the total travel cost and attach your registration receipt.
6. After you have completed the voucher and have attached the necessary receipts, sign and forward to your Director.
7. **Per District auditors’ request, all vouchers must have documentation attached that the trip was taken.**