

TRAVEL EXPENSE VOUCHER

OVERNIGHT NIGHT FORM

Employee Name: _____ Name and Location of Conference: _____

Purpose of Travel: _____ Budget Codes: _____

Trip Details			Mileage Calculation			Reimbursement			Other Travel Expenses			
Date	From	To	Miles Driven	Mileage Reimb. Rate	Total Mileage Reimb.		Meal Per Diem \$44.25 or \$59.00	Tolls/ Parking	Lodging	Totals		
			TOTAL EXPENSES									

Only employee travel expenses claimed on Travel Expense vouchers will be reimbursed to employees. Per diem must be claimed for meals using above rates for meal expenditures incurred. Receipts are not required with meal reimbursement claims.

You can only claim meal reimbursement for approved out of district overnight trips. First and last day of travel per diem is \$44.25 Maximum amount of per diem is \$59.00 on full day travel. Board credit cards may not be used for overnight travel meals. All travel expenses must be necessary and appropriate.

I hereby certify that all items of expense included in the above statement were incurred in the discharge of official business and that any private auto allowance claimed covers use on official business of an automobile owned by me.

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

