



MADEIRA CITY SCHOOL DISTRICT  
 PROFESSIONAL LEAVE EXPENSE VOUCHER  
 ATTACH APPROVED PROF. LEAVE FORM  
 ATTACH ORIGINAL RECEIPTS  
 POLICY 6550

## Requesting reimbursement of actual expenses for PD day.

1 This form <b>MUST BE COMPLETED</b> to receive reimbursement of actual expenses. 2 Attach approved Professional Leave Request, original receipts, mileage reimbursement support 3 Attach Purchase Order/s received from Treasurer's department.		
Staff Member Name:		Date:
Home Address:		CSZ:
In Order to Process Reimbursement for your expenses, please complete the following:		
Name of Professional Leave Event, Conference:	Location:	Conference Dates:
Travel Expenses: attach receipts <b>and/or</b> supporting documentation		
Airfare - attach receipt, travel voucher, e-ticket or supporting document for district credit card charge		
Hotel - attach receipt, no reimbursement, but receipt needed for district credit card charge		
Auto - Rental Care -attach receipt, no reimbursement, but receipt needed for district credit card charge		
Auto - Fuel receipt for rental car, if personal vehicle not used		
Auto - Mileage reimbursement - Round trip _____ Miles @ \$ ____ per mile		
Other: Parking		
Other: Taxi, Car Service, train, and/or subway.		
Other: Not listed above, provide details and receipts		
<b>Meals: attach original receipts, credit card slips are not acceptable for reimbursement unless accompanied by detail receipts.</b>		
Date:	Breakfast	
	Lunch	
	Dinner	
Date:	Breakfast	
	Lunch	
	Dinner	
Date:	Breakfast	
	Lunch	
	Dinner	
<b>TOTAL REQUESTED REIMBURSEABLE EXPENSES</b>		0.00
Reimbursements will be processed for original receipts. Mileage will be reimbursed with reasonable estimate, MAPQUEST or other support requested. <b>NO ALCOHOL</b> will be reimbursed.		
Explanation of expenses not included or estimated on the original request or variances from request:		
I certify the above expenses were incurred by me on behalf of the Madeira City School District Board of Education.		
STAFF MEMBER SIGNATURE:		DATE: