Effective January 1, 2025

2025 TRAVEL EXPENSE VOUCHER

Name: _____ **(From)** _____ **(To)** _____

Home Address: _____ **Page #** _____ **of** _____ **Pages(s)**

Work Location

TRAVEL DATE	FROM (official work location or home departure whichever is least) / TO location	MILES	OFFICIAL PURPOSE OF TRIP	ROOM	MEALS			MISC. TRAVEL EXPENSE		TOTAL
				RATE (beyond 40 mile radius of MAC)	BREAKFAST (max $18.00)	LUNCH (max $20.00)	DINNER (max $31.00)	AMT	DESCRIPTION	
										-
										-
										-
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										-
										-
										-
										-
	Total Miles							**Total Miles x $ 0.70**		**$ -**
								Total Voucher		**$ -**

_____ _____

Employee Signature **Date**

Guidelines:

- Vouchers must be in Business Office by the 15th of each month for direct deposit in first pay of the following month.
- Expenses can only be claimed for the three month period previous to the date you turn in your voucher.
- Actual mileage must be reported from the point of departure to point of destination. All travel must be by the most direct and expeditious route, considering both travel time and distance.
- **Mileage reimbursement shall be from the employee's headquarters or place of residence; whichever is less.**
- For itinerate teachers or teachers who travel to multiple locations to complete their assignment during the day, the departure point will be the location of the first actual assignment of the teacher's day and may vary from day to day. The teacher is not reimbursed for travel from his/her home to the designated departure point. The teacher is entitled to to be reimbursed for travel expenses at the established rate from the designated departure point to other work location(s) visited during the work day as required by the teacher's assignment. At the conclusion of the work day, he/she is entitled to reimbursement for mileage equal to the distance from the last visited work location of the day to his/her residence, but only to the extent that the distance exceeds, if at all, the distance traveled at the beginning of the work day from his/her residence to the designated departure point, as defined above.
- When two or more employees are traveling to the same destination, employees are expected to travel together in the same vehicle, unless PRIOR approval is granted by the immediate supervisor for extenuating circumstances.
- All receipts that include the purchase of alcohol will be denied entirely. Crossing out the item is not acceptable.
- Tips must be documented on a credit card receipt and within the meal allowance.
- Supplies, conference fees, professional dues, and any other non-related travel expenses are NOT to be included on travel voucher.

_____ _____

Program Director **Date**

_____ _____

Business Manager **Date**

_____ _____

Executive Director **Date**

_____

Account Code