Stanwood-Camano School District No. 401
26920 Pioneer Highway, Stanwood, WA 98292

TRAVEL VOUCHER – 2 sided form

***PLEASE RETURN COMPLETED FORM TO ACCOUNTS PAYABLE**. You will receive reimbursement on the next available payable schedule (reimbursements are done twice monthly). Please claim each travel separately.*

Employee Name: _____ Reason for Reimb: _____
(i.e. Workshop, Conference, travel between schools)

Mailing Address: _____

_____

Record miscellaneous expenses here (taxi, parking, etc.)

Day	Paid To	For	Amount

Total misc. exp. claimed above: $ _____
*Detailed Receipts must be attached

Total Miles Claimed (page 2): $ _____
_____ miles X **0.76** per mile

Lodging (if applicable, page 2): $ _____
*If the district issued a PO# or district Visa card, **do not** claim it here)

Total Overnight Meals (page 2): $_____
(*Receipts **not** required, but log on back must be filled out to receive per diem)*

GRAND TOTAL OF EXPENSES $_____

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Budget Code: _____

_____/_____ _____/_____
Employee Date **Principal/Supervisor Signature Date**

Settlement of this claim requires that it be fully itemized as per RCW 42.24.090

COMPLETE BACK OF FORM ***Updated 7/2026***

MEALS, LODGING & MILEAGE LOG

To qualify for meal reimbursement, the travel must include an overnight stay (out of district).
Note: If meals were *included* as part of your conference package, they do NOT qualify for reimbursement from the district. (Meal reimbursement amounts updated 1/1/2024)

DATE	TRAVELED FROM:	TRAVELED TO:	*TOTAL MILES	DEPART (AM/PM)	ARRIVE (AM/PM)	BRKFST ($14.00)	LUNCH ($17.00)	DINNER ($28.00)	LODGING (IF APPLIC)
TOTAL $$									

Current mileage reimbursement is: $ 0.76 per mile (updated 7/2026)