# TRAVEL VOUCHER - $\mathbf{2}$ 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: $\qquad$ Reason for Reimb:
(i.e. Workshop, Conference, travel

Mailing Address: $\qquad$ between schools)

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

| Day | Paid To | For | Amount |
| :---: | :---: | :---: | :---: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Total misc. exp. claimed above: \$ $\qquad$
*Detailed Receipts must be attached
Total Miles Claimed (page 2):
\$ $\qquad$
$\qquad$ miles X $\underline{0.655}$ 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): \$ $\qquad$
(Receipts not required, but log on back must be filled out to receive per diem)

## GRAND TOTAL OF EXPENSES \$

$\qquad$

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.
$\overline{\text { Employee }}$

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

## 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 1/1/2023)

| DATE | $\begin{aligned} & \text { TRAVELED } \\ & \text { FROM: } \end{aligned}$ | $\begin{gathered} \text { TRAVELED } \\ \text { TO: } \end{gathered}$ | $\begin{aligned} & \text { *TOTAL } \\ & \text { MLLES } \end{aligned}$ | $\begin{aligned} & \text { DEPART } \\ & \text { (AM/PM) } \end{aligned}$ | $\begin{aligned} & \hline \text { ARRIVE } \\ & (\mathbf{A M} / \mathbf{P M}) \end{aligned}$ | $\begin{array}{\|c\|} \hline \text { BRKFST } \\ \mathbf{( \$ 1 3 . 0 0 )} \end{array}$ | $\begin{gathered} \text { LUNCH } \\ \mathbf{( \$ 1 5 . 0 0 )} \end{gathered}$ | $\begin{aligned} & \text { DINNER } \\ & \mathbf{( \$ 2 8 . 0 0 )} \end{aligned}$ | LODGING (IF APPLIC) |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | $\because$ |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | . |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | - |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | - |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | - |  |
|  |  |  |  |  |  |  |  |  |  |
| $\begin{gathered} \text { TOTAL } \\ \$ \$ \\ \hline \end{gathered}$ |  |  |  |  | . |  |  |  |  |

*Current mileage reimbursement is: $\$ 0.655$ per mile (updated 1/2023)

