

# EXPENSE VOUCHER

NAME: \_\_\_\_\_ TOTAL EXPENSE: \_\_\_\_\_

DATE: \_\_\_\_\_ FUND: \_\_\_\_\_

MEALS: (attach receipts) the District will reimburse up to the following amounts:

Dates: \_\_\_\_\_ Breakfast: \_\_\_\_\_ @ 6.00 = \_\_\_\_\_

Dates: \_\_\_\_\_ Lunch: \_\_\_\_\_ @ 10.00 = \_\_\_\_\_

Dates: \_\_\_\_\_ Dinner: \_\_\_\_\_ @ 15.00 = \_\_\_\_\_

TOTAL MEALS EXPENSE: \_\_\_\_\_

Mileage:

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

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Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

Location/Purpose: \_\_\_\_\_ Date: \_\_\_\_\_ Miles: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_ @ .41/MILE = \_\_\_\_\_

\*\*\*\*\*TOTAL EXPENSE\*\*\*\*\* \$ \_\_\_\_\_