## Travel Expense Voucher

							1/26/23/10:	9/25/13/10	D	DATE	Home Addr	Name 50	FUND
							45am 1:3000	0000 6:00 M	Depart Return	TIME	Home Address       Maple St	Name Sarah Wasson	UNIT
	Totals					•	0/26/23/10:45am 1:30/a Lex-KASS Swammit	9/25/23 10:00 to:00 Lex-KASS Jumnit		LOCATION/PURPOSE	aple St.	500	FUNCTION
	9				1		+	T	# of Miles \$	MILEAGE		☐ Board Member	PROGRAM
									\$ Amount	GE	_ City_	aber	INST.
									Meals Tips*	FOOD	City Stunton	Employe	INST. LEVEL
									*	LODGING		☐ Employee ☐ Itinerant Employee	PROJECT
GRAND T						c	Parking	Parking		REGISTRATION	, State $\overset{\leftarrow}{\sim}$	Employee Date Submitted 92723	WORKSITE
GRAND TOTAL: \$180							7.8	11.00		OTHER	Zıp	e Submitted_	EMPLOYEE ID#
83/8							7.8	11.00		TOTAL	40580	92123	EE ID#

are subject to federal and state taxes as well as teacher retirement in accordance with Board policy. Mileage will be reimbursed at the quarterly rate. Total food expenses will be reimbursed up to \$40.00 per day. Meals obtained on day trips

Please attach all receipts for expense reimbursement. Reimbursement will be made monthly.

92723 Date

Sound Massen

Employee's Signature

Signature of Superintendent/designee

Date

Review/Revised:9/20/2022

<sup>\*</sup> Tips in excess of 15% of the cost of food will not be approved.