

**EASTMONT SCHOOL DISTRICT
TRAVEL EXPENSE VOUCHER**

NAME OF CLAIMANT				MONTH/YEAR	OFFICIAL RESIDENCE	OFFICIAL WORK STATION								
					East Wenatchee	East Wenatchee								
SECTION 1: TRIP INFORMATION				SECTION 2: MEALS AND LODGING REIMB				SECTION 3: MILEAGE REIMB						
LOCATION		TRIP TIME		PER MEAL ENTITLEMENT			LODGING PO #	LODGING COSTS INCURRED	MILES DRIVEN	REIM- BURSE- MENT RATE	MILEAGE REIMB	GRAND TOTAL	PURPOSE OF TRIP	PPSS-AA-O1BB- LLI-NNNN
DATE	FROM	TO	DEPART	RETURN	BREAK- FAST	LUNCH								
	East Wenatchee									0.500				
										0.500				
										0.500				
										0.500				
										0.500				
										0.500				
										0.500				
										0.500				
										Sub-Total		Claims involving Advance Travel are due 10 working days following the end of the trip.		
										Other (Sect 4)				
										Less Advance Travel				
										TOTAL				
				PLEASE COMPLETE REVERSE SIDE IF YOU ATTENDED A CONFERENCE										
				INSTRUCTIONS (Please attach Prior Approval for Travel Form/Advance Travel Request if one was completed)										
DATE	DESCRIPTION		AMOUNT		SECTION 1: Trip Information -For each trip complete the date; departure point; destination point; departure time; and the return time. If the trip terminates on a date different than the departure date, complete the return time only on the date actual returned.									
					SECTION 2: Meals and Lodging -A set amount may be claimed for breakfast, lunch, and dinner when the employee is in a travel status three (3) or more hours outside of their normal (i.e. 8 a.m.-5 p.m.) workday during the established meal period and actually incurs expenses for meals. Established meal periods are as follows: Breakfast 7:00 a.m.-7:30 a.m.; Lunch 12:00 p.m.-1:00 p.m.; Dinner 6:00 p.m. - 7:00 p.m. You must be in travel status during the entire meal period in order to qualify for reimbursement. Actual lodging costs up to the maximum allowed should be claimed under the "Lodging Cost Incurred" column. Lodging costs that exceed the State maximum may be denied. Lodging receipts must be attached, even if costs will be direct billed to the Eastmont School District.									
					SECTION 3: Mileage -Reimbursement for use of a private vehicle for business purposes may be claimed by reporting the miles driven. Miles driven multiplied by the reimbursement rate should be entered in the mileage reimbursement column of this section.									
					SECTION 4: Other Expense -Reimbursement for other authorized expenses related to the travel may be claimed by completing the Detail of Other Expense section and reporting the amount in this section. Please attach itemized receipts and/or description.									
Subtotal					Grand Total: The total of the reimbursable expenses for each day are reported in this column. Total reimbursed will be less any advance travel received.									
I hereby certify under penalty of perjury that this is a true and correct claim fo necessary expenses incurred by me and that no payment has been received by me on the account thereof.														
SIGNATURE OF EMPLOYEE														
APPROVED BY (SUPERVISOR)				DATE	OTHER EXPLANATION/COMMENTS:									

CONFERENCE/REGISTRATION INFORMATION

PRIOR APPROVAL IS REQUIRED IF YOUR LODGING AND/OR TRAVEL DATES ARE MORE THAN ONE DAY BEFORE OR AFTER EVENT!!

Event/Purpose:								
Dates of Business Travel:								
Registration Information:		Meals Included in Registration (use B, L, or D to identify meal provided)						
Reg Paid To:	Amount	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

OTHER EXPLANATION/COMMENTS:	