

FORT PAYNE CITY SCHOOLS

Expense Voucher

Date	<div></div>
Employee claiming reimbursement	<div></div>
Employee mailing address	<div></div>
Purpose of Travel (specific conference or event)	<div></div>
Site of employment	<div></div>
Destination address	<div></div>
Date expenses were incurred	from: <div></div> to: <div></div>

for office use:	APPROVED TOTAL EXPENSES AND FEES
for office use:	

BREAKDOWN	TOTAL
MILEAGE: (HOW MANY ROUND TRIPS)	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">How many round trips?</div>
LODGING: (how many nights)	<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">How many nights?</div>
OTHER ITEMIZED EXPENSES: (ex: Required Parking, Airline Tickets)	<div style="border: 1px solid black; height: 80px; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: x-small;">List other itemized expenses</div>
MEALS	DATE TOTAL

Mileage: point of departure should be the site of employment. Actual mileage is the shortest distance from the point of departure and the destination. The state approved rate will be used and will be **CALCULATED BY THE ACCOUNTING DEPARTMENT**

Lodging: the number of nights required for travel.
AN ORIGINAL ITEMIZED RECEIPT IS REQUIRED.

The system will pay the amount charged for lodging that is reserved for the workshop. If you choose to make other accommodations, realize that the system will pay up to the same amount as the conference discount rate. If your choice of accommodation costs more, you will be responsible for the difference. **PRIOR APPROVAL IS REQUIRED FOR ALTERNATE LODGING.**

Meals: \$10 Breakfast / \$15 Lunch / \$15 Dinner. If attending an all day event, the daily reimbursement will not to exceed \$40 per day in any combination you wish for meals. We will NOT reimburse for any meals provided by the workshop. **ITEMIZED RECEIPTS ARE REQUIRED.**

A COPY OF THE SCHEDULE OR AGENDA FROM THE WORKSHOP VERIFYING YOUR ATTENDANCE MUST BE PROVIDED.

FAILURE TO PROVIDE ALL THE REQUIRED DOCUMENTATION IN A TIMELY MANNER WILL DELAY THE PROCESSING OF YOUR REIMBURSEMENT.

I certify that the above is correct and due for services performed and/or travel reimbursement.

Signature & Date