

EDUCATIONAL MEETING EXPENSE VOUCHER*

Name: _____		Today's Date: _____
<input type="checkbox"/> In-Service <input type="checkbox"/> Teachers' Convention <input type="checkbox"/> Summer School <input type="checkbox"/> Other (_____)		
Date/s of Meeting: _____ - _____ (any of the above)		
EXPENSE	OFFICE USE ONLY	
Round Trip Mileage: _____ miles at 42¢ per mile	\$ _____ . _____	
Odometer Reading: Beginning _____ Ending _____ Failure to record odometer readings means that mileage will become taxable.		
Toll Roads – attach receipts: _____ Total: _____	\$ _____ . _____	
Per Diem: <input type="checkbox"/> Single <input type="checkbox"/> Family (By employee request only)	\$ _____ . _____	
Number of days _____ at \$ _____		
Lodging Expense – attach receipts _____ Total: _____	\$ _____ . _____	
Summer School: _____ Number of weeks _____ at \$ _____	\$ _____ . _____	
School Attended: _____		
Miscellaneous: _____ \$ _____	\$ _____ . _____	
Explanation: _____		
_____ Superintendent/Associate Superintendent Authorization	TOTAL SPECIAL TRAVEL	\$ _____ . _____

***The Expense Voucher must be turned in within 90 days
or the amount of the expense will be considered taxable income
as in accordance with IRS Regulations**