

HILLSBORO R-3 DISTRICT TRAVEL EXPENSE VOUCHER

Name _____
 Building _____
 Dates Attended: _____ to _____

Purpose of Travel _____
 Location _____
 Purchase Order # _____

**** Please read the instructions and guidelines on reverse side before completing form.****

| TRAVEL EXPENSES | MON Date _____ | TUE Date _____ | WED Date _____ | THU Date _____ | FRI Date _____ | SAT Date _____ | SUN Date _____ | TOTAL EXPENSES |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| HOTEL (report by day) <i>(Original receipt required-must show a zero balance)</i> | | | | | | | | |
| MEALS (report actual by meal): | | | | | | | | |
| Breakfast... Not to exceed \$10 | | | | | | | | |
| Lunch..... Not to exceed \$10 | + | + | + | + | + | + | + | |
| Dinner..... Not to exceed \$15 | + _____ | + _____ | + _____ | + _____ | + _____ | + _____ | + _____ | |
| TOTAL MEALS..... | = | = | = | = | = | = | = | |
| <i>(Receipts required. Actual meal expenses will be paid, not to exceed \$35 daily)</i> | | | | | | | | |
| PUBLIC TRANSPORTATION <i>(Original receipts required for major transportation expenses)</i> | | | | | | | | |
| PERSONAL VEHICLE EXPENSE | | | | | | | | |
| Miles..... | _____ x \$.50 | _____ x \$.50 | _____ x \$.50 | _____ x \$.50 | _____ x \$.50 | _____ x \$.50 | _____ x \$.50 | |
| Total..... | = _____ | = _____ | = _____ | = _____ | = _____ | = _____ | = _____ | |
| REGISTRATION <i>(Original itemized receipts required)</i> | | | | | | | | |
| OTHER (Itemize) <i>(Original receipts required as well as prior approval)</i> | | | | | | | | |

I certify that the above expenses were incurred for attending the above-indicated meeting.

TOTALS \$ _____

Signature of Employee

Date

Less: Travel Advance \$ _____

Supervisor

Date

DUE: Employee / District \$ _____
(Circle One)

Superintendent

Date

Director of Finance

Date

| ACCOUNT CODE(S) | | | | | |
|-----------------|----------|--------|----------|---------|--------|
| Fund | Function | Object | Location | Project | Amount |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |