

**WEST DE PERE SCHOOL DISTRICT**

**TRAVEL VOUCHER**

Name \_\_\_\_\_

Destination \_\_\_\_\_ Date(s) \_\_\_\_\_

Reason for Trip \_\_\_\_\_

Mode of Transportation \_\_\_\_\_

Mileage (personal car) \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

**Mileage Rate 2019 - .58**

**Mileage Rate 2018 - .545**

Meals (attach receipts)

Staff should exercise the same care incurring expenses as a prudent person would when traveling for personal reasons.

Breakfast \$ \_\_\_\_\_

Lunch \$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_

Lodging (attach receipts) \$ \_\_\_\_\_

Miscellaneous (itemize & attach receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Business Manager Signature

