SPOKANE PUBLIC SCHOOLS EXPENSE VOUCHER

Out-Of-District Travel, Non-travel, and/or Personal Expense - Must be submitted within 10 days of travel.

EXPENSE DETAILS: (ATTACH COPY OF TRAVEL AUTHORIZATION) | **PURPOSE:**

DATE	MEALS				HOTEL	Mileage @ $.58		OTHER TRANSPORTATION		OTHER EXPENDITURES	
MM/DD/YY	BRKFST	LUNCH	DINNER	TOTAL	AMOUNT	MILES	AMOUNT	TYPE	AMOUNT	PAID TO	AMOUNT
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CLAIMS	-	-	-	-	-		-		-		-

SUMMARY OF TRAVEL EXPENSE:

TOTAL ALL TRAVEL EXPENSES CLAIMED	-
LESS: TRAVEL ADVANCE	
LESS: TRAVEL CARD USED #	
BALANCE DUE TO DISTRICT	-
BALANCE DUE TO PAYEE	-

1. Expense detail section of this form must be completed to substantiate claims for reimbursement of expenses.
2. Receipts must be submitted for commercial transportation, car rental, lodging, registration fees, and other trip-related expenses for which receipts are normally given.
3. DETAILED receipts must be attached when using a district travel card (including MEALS).
4. Copy of Non-Local Travel Request form must accompany this voucher.
5. Expense vouchers must be submitted within 10 days of completion of travel.

CERTIFICATION:

Pay to:

Address:

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Required: Signature of Claimant (even if no reimbursement forthcoming). Date

Accounting Distribution (to be completed in Accounting):

LOC	PROG	ACT	OBJ		Amount
			6822		-
			6822		
			Total Reimbursed to Claimant:		-

Approved for Payment (Signature) Date