

Wattsburg Area School District

Travel & Conference Expense Voucher

IRS Mileage Rate
65.5¢ per mile

Name:

Conference Name:

Building:

Grant Name (if funded by grant):

Month:

School Program/Activity:

Purpose of Travel:

	Date	Travel Miles	Location/Destination/Restaurant	Description of Purchase	Total of Receipt	Amount Requested
example:	7/1/2023	22.6	NW Tri County IU5			\$14.80
example:	7/1/2023		Burger King	Lunch	\$47.85	\$40.00

Total Miles: _____

Total Amount Requested for Reimbursement: _____

- ❖ Conference Request Form must be submitted to the Assistant to the Superintendent for **Board approval prior to event start**
- ❖ Maximum Reimbursable Costs for Meals: \$40.00 per day. Unspent allowance is not carried over to the next day. Meals are only reimbursed for overnight conferences.
- ❖ Scan and save copies of all receipts before turning in. DAO is not responsible for receipts lost during delivery.
- ❖ **ORIGINAL RECEIPTS must be ITEMIZED and submitted with form.** Receipts that are not itemized will be returned to employee and will not be reimbursed until an itemized copy is provided by the employee.
- ❖ Signed form must be received at the DAO by the 2nd Monday of each month to receive payment within the same month.
- ❖ Payments are distributed after approval from the monthly Board Meeting, held the 3rd Monday of each month

To the best of my knowledge, the record above is a true accounting of travel expenses incurred in performing my duties as an employee of the Wattsburg Area School District. I request reimbursement from Wattsburg Area School District.

Employee Signature	Date
Approved by Principal, Supervisor, or Program coordinator	Date