Wattsburg Area School District

Travel & Conference Expense Voucher

IRS Mileage Rate
67¢ 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: 0.00

Total Amount Requested for Reimbursement: $ 0.00

- 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 _____