*K*iski Area School District

Field Trip Expense Voucher

200 Poplar Street, Vandergrift, PA 15690

FIELD TRIP EXPENSE VOUCHER

Please attach invoices and cancelled check or receipts.

Reimbursement $50.00 per average class	Total Reimbursement
KA East Primary - 20 classes @ $50.00	$1000.00
KA North Primary - 25 classes @ $50.00	$1250.00
KA South Primary - 15 classes @ $50.00	$750.00
KA Upper Elem. - 24 classes @ $50.00	$1200.00
TOTAL REIMBURSEMENT	

Submitted by: (PTA/PTO Treasurer)

Name Date

School

Make Check Payable To:

Name of PTA/PTO

c/o

Address

Received by:

District Business Office – Approval Date

Assistant to the Superintendent – Approval Date

Completed voucher is to be submitted to the Kiski Area Business Office, 200 Poplar Street, Vandergrift, PA 15690.