

Soap Lake School District Travel Expense Voucher

Employee Name		For Office Use Only	
		Reimbursement	Pcard
I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me.	Date	Transportation Expense	
Claimant Signature		Lodging Expense	
Supervisor Approval		Meal Expense	
		Other	
		TOTAL EXPENSES	
Account Code:			

Request for Reimbursement: (Not on Pcard)

Date	Day Trip	Overnight	Purpose of Trip (Explain in Detail)	Transportation				Meals			Lodging	Other:	Other:	Itemized Receipt Attached
				From (origin)	to (destination)	Miles	Amount	Breakfast Limit \$11.00	Lunch Limit \$14.00	Dinner Limit \$21.00	Amount	Amount	Explanation	
							0.00							
							0.00							
							0.00							
							0.00							
							0.00							
Totals							0.00	0.00	0.00	0.00	0.00	0.00		

Expenses on Pcard

Date	Day Trip	Overnight	Purpose of Trip (Explain in Detail)	Transportation				Meals			Lodging	Other:	Other:	Itemized Receipt Attached
				Air Line Ticket	Rental Car	Gas	Parking	Breakfast Limit \$11.00	Lunch Limit \$14.00	Dinner Limit \$21.00	Amount	Amount	Explanation	
							0.00	0.00	0.00	0.00	0.00	0.00		

Purchase of Group Meals on Pcard Purchased by:

Date	Day Trip	Overnight	Purpose of Meal (Explain in Detail)	Name of Person who ate	Meals			For Office Use			Itemized Receipt Attached	
					Breakfast Limit \$11.00	Lunch Limit \$14.00	Dinner Limit \$21.00	Taxable Meal Yes or No				
							0.00	0.00	0.00			

Instructions:

This form is to report mileage, travel and meal expenses incurred by employees out-of-pocket and/or purchased by Pcard. Travel must be approved in advance by the employee's supervisor.

A Travel Expense Voucher must be submitted for each trip taken and turned into the District Office within ten (10) business days at the end of the trip.

Allowed Expenses, Amounts and Required Documentation per Board Policy and Procedure 6213

<u>Expense</u>	<u>Amount Allowed</u>	<u>Documentation</u>
Lodging	Reasonable Rates	Purchase Order authorizing lodging and an itemized receipt upon return
Meals	\$11.00 Breakfast	Itemized Receipt - not summary credit card receipt
	\$14.00 Lunch	Itemized Receipt - not summary credit card receipt
	\$21.00 Dinner	Itemized Receipt - not summary credit card receipt
Airline, Rental Car	Reasonable Rates	Purchase Order authorizing travel and an itemized receipt upon return
Bus Fare, Taxi, Toll, parking	Reasonable Rates	Receipt preferred, however cancelled ticket would suffice upon return
Mileage for Personal Car	When District Car not available	

Any expenses not supported by an itemized receipt or other authorized documentation must be documented by a signed "Affidavit of Lost Receipt".

NON-REIMBURSABLE EXPENSES per Board Policy and Procedure 6213

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals
- B. Personal telephone calls, postage or memberships
- C. Mileage to and from home
- D. Entertainment
- E. Expenses for travel extending beyond the time required for the meeting or business unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
- F. Expenses incurred by non-employee traveling with the staff member, including room surcharges.
- G. Fuel for personal vehicle - you will receive mileage when driving your personal vehicle

Form Instructions

You may complete this form electronically, however, please print it out for signatures and attach necessary documentation prior to submitting it to the District Office.

Complete Employee Name at the top of the form.

The Certification must be signed and dated by the employee and approved by their supervisor.

The Account Code must be entered

The Blue section is for REIMBURSEMENTS only. If you used your personal vehicle or paid for expenses out-of-your-pocket. Documentation must be attached.

The Purple section is for purchases made with a district Pcard issued in your name. Documentation must be attached.

The Yellow section is when a supervisor purchases a meal for a group of individuals that are conducting District business during a meal. Each person's meal must be itemized for proper reporting.

Do not complete the grayed areas.