

**CHENEY SCHOOL DISTRICT**

520 Fourth Street  
Cheney, Washington 99004

Form No. 503

**EXPENSE VOUCHER**

**School/Dept.** \_\_\_\_\_

Claimant \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Title of Meeting/Course Attended \_\_\_\_\_

\_\_\_\_\_

Location \_\_\_\_\_

Date/s Attended \_\_\_\_\_

Has a Course Approval Request

Form No. 501 been submitted and approved?

YES

NO

Superintendent or Designee Approval \_\_\_\_\_

FOR PROGRAM USE ONLY	
Budget Code	Amount
Program Director Signature	

Please itemize all expenditures and attach original itemized receipts. Attach completed registration form copy showing cost, and receipt or copy of check for course taken. Attach receipts for transportation, hotel/motel bills and all other items. Hotel check-out receipt alone is not acceptable for food. (See regulations on reverse side of this form.)

DATE	ITEMS PURCHASED	AMOUNTS
<b>TOTAL</b>		<b>\$</b>

I hereby certify the above itemized account for expenses is correct and that no part of same has been paid.

Date \_\_\_\_\_

Claimant \_\_\_\_\_

(Signature)

Copies: Original to Business Office; Canary to Claimant (after form processed);

## EXPENSE VOUCHER REGULATIONS

1. Expense Voucher must be preceded by a Request for Travel and Expense Allowance (Form No. 501) approved by the Superintendent or designee.
2. Meals and Lodging:
  - a. ***The maximum daily reimbursement rate for meals and lodging*** will be determined by the Washington State Office of Financial Management, based on location of conference.
  - b. Original itemized receipts showing cost of each meal must be attached. Also, name(s) of those eating must be attached. Credit card receipt alone is **not** acceptable. No reimbursement is allowed for a meal at the home starting point of trip.
  - c. Original hotel/motel bills must be filed with Form No. 503 or Form No. 755.
  - d. Tips shall be allowed, and included in maximum daily reimbursement.
  - e. No reimbursement will be made for guests.
3. Registration:
  - a. Completed registration form copy **showing cost**, and receipt or copy of check in payment for meeting/course taken must be attached.
4. Transportation:
  - a. Maximum reimbursement for public carrier is for cost of fare.
  - b. Mileage reimbursement must be submitted on Form No. 502.
  - c. Parking charges are allowed.
5. Submission Procedures:
  - a. This form is to be completed by the person making the claim and then the form is to be presented to his/her program director.
  - b. The program director is responsible for completing Budget Categories and Amounts on the form (upper right-hand corner).
  - c. Send form to the Business Office.