

# ANTHONY INDEPENDENT SCHOOL DISTRICT

## TRAVEL EXPENSE VOUCHER

\*\*\*Submit to Accounts Payable within FIVE (5) days of trip return\*\*\*

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<b>Section A</b>	Please type or print clearly. <b>Name</b> _____
<b>School/Department:</b> _____	
<b>Destination:</b> _____	
<b>Meeting Attended:</b> _____	
<b>Dates Covered by this Voucher:</b> _____	

Section B	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL EACH LINE
<b>Dates</b>								
<u>MEALS</u>								\$ -
<u>LODGING</u>								\$ -
<u>AIRFARE</u>								\$ -
<u>TRANSPORTATION - GROUND</u>								\$ -
<u>MILEAGE</u>								\$ -
<u>REGISTRATION</u>								\$ -
<u>MISCELLANEOUS</u>								\$ -
OTHER								\$ -
OTHER								\$ -
<b>TOTALS</b> ▶	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

If "Other" category used, include explanation. May not be subject to reimbursement.

**TOTAL THIS SHEET** \$ -

Does total on this line include expenses for more than one person?  Yes  No

**TOTAL ALL SHEETS \*\*** \$ -

<b>Section C</b>	<b>Expense Summary:</b>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Less Prepaid Amounts From:</b> </div>	Total Expenses	\$ -	
	*District Budget	\$ -	List PO # used _____
	School Activity Fund	\$ -	List campus check # used _____

(Employee)