

**EMPLOYEE REIMBURSEMENT/REQUEST VOUCHER**

Name \_\_\_\_\_ School \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Destination \_\_\_\_\_

Date(s) Held \_\_\_\_\_ Number of Days \_\_\_\_\_

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**ATTACH ALL RECEIPTS AND DOCUMENTATION**

**Leave Request Form MUST be Approved by Supervisor Prior to Absence**

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**EMPLOYEE REQUEST (Minimum 2 Weeks Prior to Travel)**

<b>Lodging:</b> (Check should be issued directly to Hotel)	\$
<b>Airfare:</b>	\$
<b>Other:</b>	\$

**EMPLOYEE REIMBURSEMENT (Attach All Receipts)**

<b>Mileage:</b> (Attach documentation eg. Mapquest, etc)		Total Miles	@ .535	\$
<b>Meals:</b>		<b>Actual Cost:</b>		
Include tip on receipt for reimbursement. Include names of staff members on receipt.	<b>Maximum Reimbursable Amount</b>			\$
	Breakfast	\$ 8.00		
	Lunch	\$11.00		
	Dinner	\$18.00		
<b>Transportation Fees:</b> (Parking, shuttle, taxi, etc.)		\$		
<b>Airfare:</b>		\$		
<b>Supplies:</b> (Description/For What Use)		\$		
<b>Total Reimbursed to Employee</b>				<b>\$</b>

Signed \_\_\_\_\_ Budget No. \_\_\_\_\_  
 Employee

Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor