

**MARGARETTA LOCAL SCHOOLS
EXPENSE VOUCHER - TRIPS OUTSIDE DISTRICT**

Name of Person Submitting Voucher

Date Submitted

Date	To Destination	From Destination	Miles

Total Miles _____ x .50 = _____ Total Mileage Expense

MEALS & LODGING (Receipts Required)

Date	Meals Total Day	Lodging	Other Explanation	Other Expense
TOTAL				

REASON FOR EXPENSES:

	Total Mileage	
	Total Meals	
	Total Lodging	
	Total Other	
	Total Expenses	

Signature of Prin./Supvr. Approving

Signature of Person Submitting Voucher

Reimbursement of employees for meals, while out of the district on district business, will be actual expenses up to a maximum of \$20.00 per day, exclusive of tips. Receipts are required for all meals, lodging, and miscellaneous expenses. Reasons for the expenses must be stated on the expense voucher that explains what type of workshop or conference was attended.