

KLONDIKE INDEPENDENT SCHOOL DISTRICT

EMPLOYEE TRAVEL EXPENSE VOUCHER

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

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

Section B	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL EACH LINE
Dates								
<u>MEALS</u>								\$ -
<u>LODGING</u>								\$ -
<u>AIRFARE</u>								\$ -
<u>CAR RENTAL</u>								\$ -
<u>MILEAGE</u>								\$ -
<u>REGISTRATION</u>								\$ -
<u>MISCELLANEOUS</u>								\$ -
PAID BY EMPLOYEE								\$ -
<u>FUEL</u>								\$ -
Amounts due to school (taxes, spouses meals) enter as -\$00.00								0.00
TOTALS ▶	\$ -	\$ -		\$ -	\$ -			\$ -

If "Other" category used, include explanation. May not be subject to reimbursement.	TOTAL THIS SHEET
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ -
Does total on this line include expenses for more than one person?	TOTAL ALL SHEETS **
	\$ -

Section C	Expense Summary:	
	Total Expenses	\$ -
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Less Prepaid Amounts From:</div> <div style="font-size: 2em; margin: 0 10px;">➔</div>	Total Budget	\$ -
	School Activity Fund	\$ -
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Balance Due:</div> <div style="font-size: 2em; margin: 0 10px;">➔</div>	Employee	Meal less taxes owed -
	District	\$ -

* District Budget total may include but is not limited to airfare, transportation (car rental), registration, etc.

Section D	Note: In order to expedite processing, please attach: airline passenger receipts, itemized hotel receipts and other required documentation. If form is not complete, it will be returned to originator.
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Account Number (Office Use Only) _____	Traveler's Signature _____	Date _____
Superintendent _____ <small>(Required signature when expense voucher is over 10 days late)</small>	Principal/Budget Administrator _____	Date _____

**** NOTE: You must clear the formula in the cell and calculate manually if you are using more than one schedule to account for your trip.**