

# BRIDGMAN PUBLIC SCHOOLS

## Expense Reimbursement Voucher

Name: \_\_\_\_\_

Building: \_\_\_\_\_

For Period Beginning: Month & Year: \_\_\_\_\_

Ending: Month & Year: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Business Trip: \_\_\_\_\_

		Date(s)	Date(s)	Date(s)	Date(s)	Date(s)	TOTALS
<b>Transport.</b>	Mileage						
	Rate x Miles						
	Parking/Attach Receipt(s)						
	Tolls/Attach Receipt(s)						
<b>Hotel</b>	Room Charge/Attach Receipt(s)						
	Hotel Tips						
<b>Misc.</b>	Telephone/School Business						
	Other/Attach Receipt(s)						
<b>Meals</b>	Meals/Attach Receipt(s)						
	Tips						
Total							
Less Advance							
Balance Due							

I certify these travel expenses were incurred by me in the transaction of authorized school business:

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Business Manager or Superintendent: \_\_\_\_\_

Office use

Account # \_\_\_\_\_ \$ \_\_\_\_\_

Account # \_\_\_\_\_ \$ \_\_\_\_\_