

EXPENSE VOUCHER

PALMYRA AREA SCHOOL DISTRICT Expense Voucher

IMPORTANT NOTE: **ORIGINAL RECEIPTS** should be attached for all expenses. If in some unusual case, a receipt is not obtainable, please detail the expenditure along with the reason a receipt could not be obtained.

Name _____ Date(s) of Expense _____

Reason for Expense (s) _____

Food _____

Lodging _____

Travel

Personal car mileage _____ @55.5 cents _____ (new rate effective 7/1/11)

Fares (plane, train, cab, etc.) _____

Tolls (turnpike, bridge, parking, etc.) _____

Total Travel _____

Miscellaneous – Itemize

Total Miscellaneous _____

TOTAL EXPENSES _____

Account code: _____

Principal/Supervisor Signature: _____

Business Manager/Designee Signature: _____