Olympia School District

TRAVEL EXPENSE VOUCHER

Must be submitted within 30 days of

*TRAVEL CAN BE SUBMITTED FOR PERSON SUBMITTING CLAIM ONLY (YOU CANNOT SUBMIT FOR ANOTHER PERSON'S MEALS, LODGING, ETC.). *

Mo	Day	Personal Car Mileage	Travel Req Number	Purpose/Destination	Breakfast	Lunch	Dinner	*Payment will be made for lodging and other expenses if receipts are attached with pr *Lodging	*Other-Amount	Other-Explanation
TOTALS										

Printed Name	Title		
Mailing Address	City	Zip	$
Approved	Title	Date	$

	PROGRAM	ACTIVITY	OBJECT	LOCATION
	PROGRAM	ACTIVITY	OBJECT	LOCATION
	PROGRAM	ACTIVITY	OBJECT	LOCATION

I, the undersigned, do hereby certify under penalty of perjury, that items of indebtedness as charged in the foregoing billk are just and tru charges against the Olympia School District 111; THAT NO PART HAS BEEN PAID BY DISTRICT CREDIT CARDS, ADVANCE REGISTRATION, ETC.

Claimant's Signature	Date	

ACCOUNT NUMBER

oper