



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time*

## TRAVEL VOUCHER

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

Address: \_\_\_\_\_

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from \_\_\_\_\_ (date) to \_\_\_\_\_ (date). The itemized statement follows.

FOR OFFICE USE ONLY:	
Purchase Order#	
Claim #	
FOR OFFICE USE ONLY/FUND CODE:	
FUND	
GLC	900
FUNCTION	
PROGRAM	
OBJECT	
UNIT	

Taxable Meals	
Tips	
Lodging	
Travel in Private Vehicle	
Other:	
Total Travel Due	

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Signature of Payee: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

PENALTY FOR FRAUDULENT CLAIM - fine of not more than \$250, civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann.-1972)

**Tips can not exceed 10% of the daily meal allowance. Meals are reimbursable if lodging is required. If lodging is paid with a school check, please indicate the name of hotel. In order to be reimbursed for eligible meals you must attach a copy of the receipt.**

