

## WPS Travel Expense Voucher

Date:	
Employee or Official:	Department:
Period Covered From:	Period Covered to:

*No Federal Taxes will be allowed*

Request is made for reimbursement of the following expenses:

Purpose: Place:	
	Itemized Expenses
Transportation	Mileage:
Lodging	
Meals	
Registration	
Miscellaneous 1	
Miscellaneous 2	
Miscellaneous 3	
Total	

**Instructions:**

1. This form is to be used by school employees and officials for all traveling expenses incurred in the discharge of approved school business.
2. All charges should be for the exact amount expended or incurred and the exact \*mileage traveled on official business. Mileage must be calculated from assigned WPS site.
3. Receipted bill should be submitted for all hotel charges and any other travel expenses. (i.e.: meals, parking, etc.). The person submitting \*\*Meal Reimbursement asserts that no alcohol was purchased in connection with this meal.
4. Whenever possible, notice of the meeting attended should be accompanied by this voucher.

Employee Signature and Date:	
Director /Supervisor Signature and Date:	
Account #	