



**Norton City Schools  
EXPENSE VOUCHER**

P.O. \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

DATES IN ATTENDANCE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TRANSPORTATION, e.g., plane ticket (statement attached) \$ \_\_\_\_\_

MILEAGE driven from \_\_\_\_\_ to \_\_\_\_\_  
(For more than one trip, itemize mileage on back of form)

TOTAL MILEAGE: \_\_\_\_\_ @ \_\_\_\_\_ \* per mile \$ \_\_\_\_\_  
(\*IRS Standard Mileage Rate)

ADDITIONAL transportation: e.g. taxi, bus, etc. (attach receipts) \$ \_\_\_\_\_

LODGING (attach statement) (Tax not reimbursed per State Law) \$ \_\_\_\_\_

MEALS: Not to exceed \$30/day (only if 200 miles away or overnight stay) \$ \_\_\_\_\_

REGISTRATION: (attach statement) \$ \_\_\_\_\_

MISCELLANEOUS: e.g. parking (attach itemized statement) \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

STAFF MEMBER SIGNATURE: \_\_\_\_\_

PRINCIPAL/SUPERVISOR APPROVAL: \_\_\_\_\_

SUPERINTENDENT SIGNATURE: \_\_\_\_\_

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#### **11.10 MILEAGE REIMBURSEMENT**

- A. Mileage reimbursement shall be paid to staff members for the use of personal vehicles for authorized school business at the Internal Revenue Service mileage rate per mile. This rate will be adjusted July 1 and January 1 to correspond to changes in the IRS mileage rate. Payments shall be made upon completion of expense forms under procedures established by the Treasurer's office.
  
- B. Teachers required to travel between buildings in their personal vehicles, except between the Middle School and the Primary School, within the school day for instructional purposes will be reimbursed at \$12.00 per day of the week traveled per semester. (i.e., if a teacher is scheduled to be at Primary in the morning and travels to Elementary for the afternoon on Tuesday and Thursday, the payment would be \$24.00 per semester.) Payments shall be made at the end of each semester upon completion of expense forms under procedures established by the Treasurer's office.

#### **Proof of Attendance Attach One Of The Following**

☐ Certificate of Attendance   ☐ Meeting Agenda   ☐ Syllabus   ☐ Other