

**Cleveland Public Schools
EXPENSE VOUCHER**

The Cleveland Board of Education policy allows reimbursement for certain properly documented expenses incurred on approved trips.

This form should be completed as soon as possible after returning from such a trip and turned in to the office of the principal. **Proper itemized documentation MUST be attached to this form.**

DATE(S) OF TRIP: Beginning _____ Ending _____

TRIP DESTINATION: _____

PURPOSE OF TRIP: _____

MILEAGE (at current IRS rate): _____ miles at _____ /mile \$ _____

LODGING (single rate only unless a group of participants travel together) \$ _____

TRAVEL (air, bus, or train fares) \$ _____

PARKING FEES, TAXI FARES, AND TURNPIKE FEES \$ _____

MEALS (with over-night stay only – all others on Meal Expense Form) \$ _____

REGISTRATION \$ _____

OTHER _____
_____ \$ _____

Total \$ _____

*Compensation \$ _____

REIMBURSEMENT \$ _____

Compensation from other sources will be deducted from total amount of reimbursement.
The above statement is true and correct.

Supervisor Signature

Signature – Employee

Any portion of the above reimbursement that does not qualify according to IRS definitions (IRS Pub. 463) as business expense and should be recorded as compensation to the IRS: \$ _____

All meals for approved trips that do not involve over-night stays should not be listed on this form, but must be listed on the Meal Expense Form.