

**LAS VIRGENES UNIFIED SCHOOL DISTRICT
TRAVEL EXPENSE VOUCHER
January 1 - December 31, 2024**

*Staple Receipts to
Back of this Corner*

Claim of: _____
Home Address: _____
City/Zip: _____

These color cells use formulas, leave as is please.

Date of Claim: _____
Account No.: _____ **
School/Dept: _____

Date	Destination & Purpose	Cost per Day - Meals ***				Hotel *	Transportation			Registration	Parking, Taxi, Phone (Explain)**	Total per Day
		B***	L***	D***	Total Meals		Public Carrier/Airfare **	Personal Car Miles	@ \$0.67 /mi			
									Amount (\$)			
	to Site				-							-
					-							-
					-							-
					-							-
					-							-
					-							-
					-							-

Expense amount includes the following people:

TOTAL EXPENSE: _____ \$ -

Total due Claimant/or Attached Check _____

I hereby certify that this claim meets the provisions of Education code Sections 35172 and 35173 for board members or Education Code Section 44032 for employees and is for actual and necessary expenses in accordance with adopted Governing Board Policy. The supporting receipts and documents are on file in the District Office and available for review. Funds expended do not exceed the amount budgeted for such purposes by the Governing Board.

Funds expended do not include costs for any alcoholic beverages.

Signed: _____
Claimant

Approved: _____
Site Administrator

***Additional approval when expenses are over \$2,000 threshold:**

Approved: _____
Director of Elementary/Director of Secondary

****Additional approval when using Grant accounts**

Approved: _____
Assistant/Superintendent / CBO

* Hotel rate must be within 150% of the GSA lodging rate and include a copy of the GSA rate. Rates are found at the following link:
<https://tinyurl.com/GovernmentLodgingRates>

** Original receipts must be attached

*** Original, Itemized Receipts & Explanation required.

The following are maximum reimbursable amounts for individual meals when traveling out of the area for work:

Breakfast:	\$	15.00
Lunch:	\$	20.00
Dinner:	\$	25.00
	\$	60.00

Documentation must be attached for travel distance miles outside district based on shortest distance (i.e., Mapquest) and approved lodging rate per the U.S. GSA website (<https://tinyurl.com/GovernmentLodgingRates>).