

GIBRALTAR SCHOOL DISTRICT

EMPLOYEE MILEAGE SUMMARY

Name	Title
Employee #	Date Submitted
Home Base Location	For Period Ending
School account number	

INSTRUCTIONS: (1) Include mileage only when car is used on official school business. Do not include personal mileage. (2) Mileage must be computed using the shortest, reasonable routes. (3) Mileage must be submitted by the last day of any month for reimbursement totaling \$25.00 or more. Employees may accumulate expenses to total \$25.00 or more before submitting a voucher.

DATE	DESCRIPTION TO	DESCRIPTION FROM	TOTAL MILES	PARKING FEES	MILEAGE PURPOSE
GRAND TOTALS					

MILEAGE TOTAL @ \$0.56/MILE	
PLUS TOTAL PARKING FEES	
AMOUNT DUE EMPLOYEE*	

I hereby certify that all mileage listed above was driven in connection with authorized school business.

Signature _____
(Employee)

Signature _____
(Supervisor)

Signature _____
(Central office/authorized agent)

*Transfer amount to side 2

GIBRALTAR SCHOOL DISTRICT

TRAVEL EXPENSE VOUCHER

Name	Title
Employee #	Date Submitted
Home Base Location	For Period Ending

DATE	PURPOSE/DESTINATION	COMMERCIAL TRANSPORTATION		MEALS			ROOM	MISC.	DAILY TOTAL
		TYPE	CHARGE	BRKFST	LUNCH	DINNER			
TOTAL BY COLUMN									
GRAND TOTAL									

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.

Explanations: The above charges have been incurred by me, as indicated by the attached receipts.

Signature _____
(Employee)

Signature _____
(Central office/authorized agent)

MILEAGE TOTAL (from side 1)	
TOTAL EXPENSES	
ADVANCES: Transportation	
Pre-registration	
Hotel/Motel	
Cash & Other	
TOTAL ADVANCES	
AMOUNT RETURNED HEREWITH	
AMOUNT DUE EMPLOYEE	