MOUNT HOREB AREA SCHOOL DISTRICT EXPENSE VOUCHER

Name

Date _____

MILEAGE AND MEALS

DATE	EXPLANATION	MILES	@ 65.5¢	NO.	MEALS	TOTAL

Subtotal _____

REGISTRATION FEES AND/OR LODGING

DATE	EXPLANATION	REGISTRATION	LODGING	TOTAL

TOTAL

FD	LOC	OBJ	Account Code FUNCTION	PROJ		Amount
						\$
						\$
						\$
					TOTAL	\$

I hereby certify the above information to be correct.

All expenses must be accompanied by receipt, including meals. DO NOT SUBMIT WITHOUT RECEIPT.

Principal/Supervisor