

Stanwood-Camano School District No. 401
26920 Pioneer Highway, Stanwood, WA 98292

TRAVEL VOUCHER – 2 sided form

****PLEASE RETURN COMPLETED FORM TO ACCOUNTS PAYABLE.** You will receive reimbursement on the next available payable schedule (reimbursements are done twice monthly). Please claim each travel separately.

Employee Name: _____ Reason for Reimb: _____
(i.e. Workshop, Conference, travel
between schools)

Mailing Address: _____

Record miscellaneous expenses here (taxi, parking, etc.)

Day	Paid To	For	Amount

Total misc. exp. claimed above: \$ _____
*Detailed Receipts must be attached

Total Miles Claimed (page 2): \$ _____
_____ miles X 0.655 per mile

Lodging (if applicable, page 2): \$ _____
*If the district issued a PO# or district
Visa card, **do not** claim it here)

Total Overnight Meals (page 2): \$ _____
(Receipts **not** required, but log on back
must be filled out to receive per diem)

GRAND TOTAL OF EXPENSES \$ _____

I hereby certify under penalty of perjury that this is a true
and correct claim for necessary expenses incurred by me and
that no payment has been received by me on account thereof.

Budget Code: _____

_____/_____
Employee Date

_____/_____
Principal/Supervisor Signature Date

Settlement of this claim requires that it be fully
itemized as per RCW 42.24.090

COMPLETE BACK OF FORM

Updated 1/2023

MEALS, LODGING & MILEAGE LOG

To qualify for meal reimbursement, the travel must include an overnight stay (out of district).

Note: If meals were included as part of your conference package, they do NOT qualify for reimbursement from the district. (Meal reimbursement amounts updated 1/1/2023)

[illegible]

*Current mileage reimbursement is: \$ 0.655 per mile (updated 1/2023)