

**EXPENSE VOUCHER**  
**Perry-Hocking Educational Service Center**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SCHOOL/LOCATION/POSITION \_\_\_\_\_

PURPOSE OF TRIP (EVENT) \_\_\_\_\_

DATES IN ATTENDANCE FROM \_\_\_\_\_ TO \_\_\_\_\_

Transportation—e.g., plane ticket (statement attached) \$ \_\_\_\_\_

Mileage Driven FROM \_\_\_\_\_  
TO \_\_\_\_\_

Total Mileage \_\_\_\_\_ X **55.5¢ per mile**  
(if included on  
monthly mileage record  
DO NOT INCLUDE) \$ \_\_\_\_\_

Local Transportation (*taxi, bus, etc.*) \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals (*receipts must accompany voucher*) \$ \_\_\_\_\_

Registration (statement attached) \$ \_\_\_\_\_

Miscellaneous—e.g., parking (provide itemized statement) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

Date \_\_\_\_\_

**Office Use Only**

Purchase Order No. \_\_\_\_\_

Date \_\_\_\_\_

Account Code \_\_\_\_\_

Vendor No. \_\_\_\_\_