

**HOLLIDAY INDEPENDENT SCHOOL DISTRICT**  
**EMPLOYEE TRAVEL REIMBURSEMENT VOUCHER**  
Updated 01/20/2010

**DATE:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**ITEMIZED EXPENSE**

**PER DIEM CLAIMED** \$ \_\_\_\_\_

**Departure date** \_\_\_\_\_ **time** \_\_\_\_\_

**Return date** \_\_\_\_\_ **time** \_\_\_\_\_

**MEAL ALLOWANCE MAXIMUM** \$36.00 PER DAY

Figure at \$9.00 per quarter day  
12:01 a.m. to 6:00 a.m. = 1 quarter\*\*  
6:01 a.m. to 12:00 noon = 1 quarter\*\*  
12:01 p.m. to 6:00 p.m. = 1 quarter\*\*  
6:00 p.m. to 12:00 a.m. = 1 quarter\*\*

\*\*You must be gone at least two hours of a quarter before you can count the quarter.

**Example:**

You leave at 5:30 a.m on the first day of a three day trip. You would only qualify for 3 quarters for the first day, since you were only gone 30 minutes of the first quarter. For the second day, you would qualify for all 4 quarters. If you return home at 9:00 p.m. on the third day, you would qualify for 4 quarters for that day since you were gone more than two hours in the fourth quarter.

**Lodging expense** (maximum \$85.00 per day) \$ \_\_\_\_\_

Lodging receipt to be turned in immediately upon return

**Mileage** \$0.50 per mile x \_\_\_\_\_ miles\*\* \$ \_\_\_\_\_

\*\*Per policy, school vehicle must be used if available

**Other expenses:** \$ \_\_\_\_\_

Please itemize - \_\_\_\_\_

**Total Expense Requested** \$ \_\_\_\_\_

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

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Superintendent's Approval