

North Boone

Community Unit School District 200

6248 North Boone School Road, Poplar Grove, IL 61065
815-765-3322 ~ Fax 815-765-2053 ~ www.nbcusd.org

Travel Expense Voucher

Must be submitted to the Superintendent within 30 days of travel.

| | | | |
|--------------------|---------------------|-----------------|-------|
| Name: | Evel Mulholland | | |
| Position: | School Board Member | | |
| Reason for Travel: | School Board conf | | |
| Destination: | Chicago, IL | | |
| Date of Departure: | 11/18 | Date of Return: | 11/20 |

***Transportation: (Mode of transportation must be approved prior to trip departure.)**

| Actual Expense Report | | | | | | | | | | |
|---|---------|------|-----------------------|---------|-------|---------|--------|------------|-----------|-------------|
| *Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32) | | | | | | | | | | |
| Auto Travel Allowance: _____ per mile (https://www.irs.gov/tax-professionals/standard-mileage-rates) | | | | | | | | | | |
| Date | Mileage | | Comm. Travel Expenses | Lodging | Meals | | | Other Item | Cost | Daily Total |
| | Miles | Cost | | | Bkfst | Lunch | Dinner | | | |
| 11/18 | 83 | .56 | | | | | | Tax/Tip | \$18 | \$145.92 |
| 11/19 | | | | | \$81 | \$28.41 | | | | \$112.64 |
| 11/20 | | | | | \$70 | \$26.13 | | | | \$96.93 |
| Subtotal | | | | | | | | | | |
| Advances | | | | | | | | | - | |
| TOTAL (A negative amount indicates refund due from employee.) | | | | | | | | | \$ 355.05 | |

Participant's Signature _____ Date _____

APPROVAL:

Immediate Supervisor's Signature _____ Date _____

Business Manager's Signature _____ Date _____

Superintendent's Signature (below maximum allowable amount): Approved Denied

Approved in Part

School Board Action (exceeds maximum allowable amount):

Approved Denied

Approved in Part



