

WEST BRANCH AREA SCHOOL DISTRICT Travel Expense Voucher

Employee's Name	Date	
Meeting Location	Date	
Educational purpose:		
Expenses: MileageX \$0.58 = (1/1/2022) Meals/receipts required Lodging/receipts required Other/receipts required TOTAL	(List Below)	

* Mileage:

Date	Destination From (Address)	Destination To (Address)	Total # of Miles

* Mileage should be map quested from WBASD to destination, not from your home.

Source of funding (General, Title I, Title VI, Safe & Drug-Free Schools, Math & Science)

Employee's Signature	
	Date
Principal's Signature	
	Date
Business Manager's Signature	
	Date
Superintendent's Signature	
	Date

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.