



**WEST BRANCH AREA SCHOOL DISTRICT**  
**Travel Expense Voucher**

**Employee's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Meeting Location** \_\_\_\_\_ **Date** \_\_\_\_\_

**Educational purpose:** \_\_\_\_\_

**Expenses:**

**Mileage** \_\_\_\_\_ **X \$0.72.5** = \_\_\_\_\_  
(1/1/2026) (List Below)

**Meals/receipts required** \_\_\_\_\_

**Lodging/receipts required** \_\_\_\_\_

**Other/receipts required** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**\* Mileage: (should be map quested from WBASD to destination, not from your home)**

<b>Date</b>	<b>Destination From</b> (Address)	<b>Destination To</b> (Address)	<b>Total # of Miles</b>

**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** \_\_\_\_\_