

TRAVEL EXPENSE VOUCHER

GREENVILLE PUBLIC SCHOOLS

GREENVILLE, MISSISSIPPI

**IN ACCOUNT WITH
GREENVILLE PUBLIC SCHOOLS**

**Actual expenses incurred on trip for or on behalf of the Greenville Public Schools,
Greenville, Mississippi.**

FOR TRIP TO _____

DATE OF TRIP _____

PURPOSE OF TRIP: _____

EXPENSE SUMMARY

1 Transportation	\$
2 Meals.....	\$
3 Hotel Bill	\$
4 Incidentals.....	\$
(Ex: gas, registration not paid)	
5 Registration.....	\$
<u>(ATTACH AGENDA, HOTEL INFORMATION, ETC.)</u>	TOTAL
	\$ -

SIGNED _____

DATE _____

APPROVED _____
SUPERVISOR

APPROVED _____
BUSINESS MANAGER