

# FOREST MUNICIPAL SCHOOL DISTRICT

325 Cleveland Street • Forest, Mississippi 39074 • (601) 469-3250

## TRAVEL VOUCHER

\_\_\_\_\_ attended \_\_\_\_\_  
[Employee] [Conference or Workshop Name]

\_\_\_\_\_  
[Destination City/State]

Date of trip: \_\_\_\_\_

**Expenses for personal vehicle:** State rate: 0.58/mile X \_\_\_\_\_ # miles Total for mileage \$ \_\_\_\_\_

**Expenses for lodging:**  
(attach receipt) Total for lodging \$ \_\_\_\_\_

**Meals:** Total for meals: \$ \_\_\_\_\_  
Limit of \$41 per night  
Limit of \$51 Oxford  
Limit of \$46 Starkville  
Limit of \$46 Southaven

**Other [e.g.parking]:** Total for other: \$ \_\_\_\_\_  
(Attach receipt)

(Attach to a purchase order) **Total Expenses:** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of person making claim

\_\_\_\_\_  
Supervisor's Authorization to Pay