

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:			
Position:			
Reason for Travel:			
Destination:			
Date of Departure:		Date of Return:	

***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 Miles	Cost	Comm. Travel Expenses	Lodging	Meals Bkfst Lunch Dinner			Other Item	Cost	Daily Total
Subtotal										
Advances									-	
TOTAL (A negative amount indicates refund due from employee.)									\$	

Participant's Signature _____

Date _____

APPROVAL:

Immediate Supervisor's Signature _____

Date _____

Business Manager's Signature _____

Date _____

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

Auto Travel Allowance Rate: find at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

Date	From	To: Destination	No of Miles	Purpose
			<u>TOTAL</u>	

In District Mileage

- | | |
|--|--|
| Capron to Manchester – 9.7 Miles | Manchester to Central Campus – 5.2 Miles |
| Capron to Poplar Grove – 5.1 Miles | Manchester to Poplar Grove – 7.8 Miles |
| Capron to Central Campus – 4.5 Miles | Manchester to Capron – 9.7 Miles |
| Poplar Grove to Central Campus – 2.9 Miles | Central Campus to Manchester – 5.2 Miles |
| Poplar Grove to Capron – 5.1 Miles | Central Campus to Poplar Grove – 2.9 Miles |
| Poplar Grove to Manchester – 7.8 Miles | Central Campus to Capron – 4.5 Miles |

Central Campus includes North Boone Upper Elementary, North Boone Middle School, North Boone High School, District Office and Transportation Department