

**TRAVEL VOUCHER**  
**The School Board of Broward County, Florida**

<b>VENDOR NUMBER</b>	_____
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Name: \_\_\_\_\_

Personnel Number: \_\_\_\_\_

School/Department \_\_\_\_\_

Loc. No \_\_\_\_\_ Date \_\_\_\_\_

**I. ITINERARY:**

Travel Dates	Departure Time	Arrival Time	Destination From/To	Days
Total Days Used to Compute Per Diem				

**II. TRANSPORTATION: (check items that apply)**

AIRPLANE _____ RENTAL CAR _____ PRIVATE CAR _____ OTHER _____
If ticket is purchased through travel agent and charged to the School Board, enter agent's name and amount. (ticket stub must be attached) Name of Travel Agent: _____

**III. REIMBURSEMENT REQUESTED:**

<b>TRANSPORTATION:</b>	
Common Carrier (attach ticket stub).....	
Rental Car (attach rental contract).....	
Private Car Mileage ( _____ miles x _____ cents per mile).....	
*Current rate as published in the most recent memorandum from the Treasurer's Office.	
Tolls, parking and storage (attach receipts).....	
Taxi, limousine, etc. (attach receipts).....	
<b>PER DIEM:</b>	
Current rate (as published in the most recent memorandum from the Treasurer's Office)	
x _____ days (as computed in I above).....	
<b>or</b>	
Hotel (attach receipt).....	
Meals Current rate (as published in the most recent memorandum from the Treasurer's Office).....	
<b>MISCELLANEOUS:</b>	
Registration (attach receipt and program).....	
Telephone, telegraph (attach receipt and statement).....	
Other (attach explanation).....	
<b>LESS TRAVEL ADVANCES:</b> .....	( _____ )
<b>TOTAL REIMBURSEMENT REQUESTED</b>	\$ _____
<b>Attach applicable original receipts, a Trip Report &amp; TDA-1 to support this request for reimbursement.</b>	

**IV. AUTHORIZATION:**

I hereby certify that the above claim is true and conforms with the requirements of School Board Policy 3400.
Approval _____ Signature of requesting person _____
Principal/Department Head

**V. EXPENDITURE INFORMATION:**

Check Request No.	Gross Amount	G/L Account (8) Class+Obj+0's	Bus Area (4)	Cost Center (10) BA+T+L+0	Fund (4)	Internal Order (12)	WBS Element (14)	Grant (14)	Functional Area (16) Function + Activity +0's