

FOR OFFICE USE ONLY

VENDOR #	ACCT #

GENESEO COMMUNITY UNIT SCHOOL DISTRICT #228  
**EXPENSE VOUCHER**

TO: Board of Education

FROM: \_\_\_\_\_

Expenses are submitted for the following reasons: \_\_\_\_\_

Mileage: \_\_\_\_\_ Miles at \$0.45 per mile = \_\_\_\_\_

Conference/Meeting Expenses:	Cost:
Hotel	_____
Registration Fees (Only if paid by participant)	_____
Meals	_____
Parking/Taxi	_____
Other:	_____
Other:	_____
Subtotal:	_____

Other/Miscellaneous Expenses:	
Purpose:	_____
	_____
	_____
Subtotal:	_____

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

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

**NOTE: Please attach original receipts to this form.**