

# Roanoke City Schools

Travel Voucher

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Fund: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

## POINTS OF TRAVEL

From	To	Miles
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Miles \_\_\_\_\_

***PLEASE ATTACH RECEIPTS FOR REGISTRATION (if applicable), MEALS AND LODGING TO THIS FORM. Please attach a copy of your approved travel request form.***

Total amount for Meals & Lodging \$ \_\_\_\_\_

# miles \_\_\_\_\_ x \$0.585 = \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

I hereby certify that the travel listed above was accomplished in the performance of official duties for the Roanoke City School System.

\_\_\_\_\_

Signature