CHARLESTON COMMUNITY UNIT SCHOOL DISTRICT NO. 1 5:60-E
Charleston, Illinois

TRAVEL VOUCHER

This travel voucher is to be filed for claiming in-district travel and job related travel not covered under professional travel. Complete and return to the office of the Superintendent on or before the first Friday of each month.

For month of: _____, 2 _____

Date	From	To	Purpose Of Travel	Miles

CLAIM: Total Miles _____ x (Internal Revenue Service Mileage Rate) = _____

_____
Date

_____ **_____**
Print Name **Signature**

_____
Building Principal

_____ **_____ Approved** **_____ Disapproved**
Superintendent of Schools

BUDGET CODE: 1-2410-332-10-00 **7/2011**