# LIBERTY PUBLIC SCHOOLS
## 2727 East 201st Street South
## Mounds, OK 74047

# EXPENSE VOUCHER

_____
Payable

_____
Address:

☐ School Vehicle

☐ Personal Vehicle

**Purpose of Voucher**

☐ Workshop

☐ Administration

☐ Other (explain)

_____

_____

_____

| DATE | DESTINATION FROM | TO | # MILES | $ MEALS | $ LODGING | $ OTHER | TOTAL FOR DAY |
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_____miles at 54.5 cents per mile
(Per IRS FY2018)

Total meals/lodging/other $_____
Total mileage allowance $_____

TOTAL REIMBURSEMENT $_____

_____ _____
Payee Signature Date

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Office (verification of claim):

_____ _____ _____
Supervisor's Signature Title Date