

545 East Main Street	• P.O. Box 210 •	Eureka, UT 84628	• (435) 433-6363 fax (435) 433-6643	
	Expens	se Voucher	Check #	
Name			Funding Source	
Address				
City/State/Zip		D	ate	

I affirm that expenses itemized below were paid to me on behalf of Tintic School District, and that they were expenditures incurred for which a reimbursement is entitled.

Signed _____ Admin. Approval _____

Date	Item or Purpose (Itemized Fully)	Amount
	Total	

Please note the following:

- 1. Sales Tax cannot be reimbursed. Please make any purchases with a Tax Exempt Form.
- 2. *Per diem* expenses require proper documentation before payment is made.
- 3. *Mileage* will not be paid if a District vehicle was available and not used. Any exception requires the advance approval of the Superintendent or Business Administrator.