

545 East Main Street • P.O. Box 210 • Eureka, UT 84628 • (435) 433-6363 fax (435) 433-6643

## **Expense Voucher**

Address		
City/State/Zip		
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.