

**NORTHWEST SCHOOL DIVISION #203**

**EXPENSE VOUCHER**

Date \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_

Driver (print) \_\_\_\_\_ Unit # \_\_\_\_\_

Reason for Travel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School You Drive To \_\_\_\_\_

\*Garage Taken To \_\_\_\_\_

Driving Time \_\_\_\_\_ @ \$17.10 = \_\_\_\_\_

Standby Time \_\_\_\_\_ @ \$15.53 = \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

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

**Rate is to closest ¼ hour**

Driver Signature \_\_\_\_\_

Technician Signature \_\_\_\_\_

Approved By \_\_\_\_\_

Remitted to Payroll \_\_\_\_\_