



*Spartanburg County School District Two*

Administrative Offices  
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**EXPENSE VOUCHER**

Form DKC-E Rev 2/09/2010

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Site: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Approval to Attend:

(prior to meeting) \_\_\_\_\_  
Date Signature of Supervisor

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Note: See expense reimbursement guide on back of form.

Travel: Number of Miles \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: Number of Nights \_\_\_\_\_ \$ \_\_\_\_\_

Food: Time and Date Departed \_\_\_\_\_

Time and Date Returned \_\_\_\_\_ \$ \_\_\_\_\_

Per Diem Rate Used \_\_\_\_\_

Deduct meals included in registration  
(Breakfast 25%, Lunch 25%, Dinner 50%) \$(\_\_\_\_\_)

Other: List \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Account # \_\_\_\_\_ Total \$ \_\_\_\_\_

Payment Approval (initialed by individual responsible for account) \_\_\_\_\_

Note: Please attach receipts as required

Date: \_\_\_\_\_ Payee's Signature: \_\_\_\_\_

## EXPENSE REIMBURSEMENT GUIDE (UPDATED NOV. 2012)

- **Receipts** are required in order to be reimbursed for anything other than meals and mileage.
- **Mileage** will be paid from *point of departure to point of destination*, exclusive of mileage to sites in or around the meeting location.
- **Accommodations** are paid *per hotel receipt*. Charges for extraneous hotel services are not reimbursable. Receipts are required for all hotel bills.
- **Meal reimbursement** is based on a *per-diem rate* and is *paid for overnight trips only*; no meals will be reimbursed unless the travel is overnight. Because meal expenses are paid on a per-diem basis, meal receipts are not required. *Meals that are included in registration or furnished by others must be deducted from the per-diem allowance.* (For breakfast, deduct 25% of per-diem rate; for lunch, deduct 25% of per-diem rate; for dinner, deduct 50% of per-diem rate.) To compute meal reimbursement for travel days to and from overnight meetings, use the following chart:

| <b>Departure time for overnight meeting destination</b> | Breakfast (25%)                       | Lunch (25%)               | Dinner (50%)     |
|---|---------------------------------------|---------------------------|------------------|
| 6AM or before   | Breakfast, lunch, & dinner (100%)     |                           |                  |
| 6:01AM–11AM   | <i>No breakfast</i>                   | Lunch and dinner (75%)    |                  |
| 11:01AM–5:15PM  | <i>No breakfast or lunch</i>          |                           | Dinner (50%)     |
| After 5:15PM  | <i>No breakfast, lunch, or dinner</i> |                           |                  |
| <b>Return time from overnight meeting location</b>      |                                       |                           |                  |
| Before 11AM   | <i>No breakfast, lunch, or dinner</i> |                           |                  |
| 11AM–1:30PM   | Breakfast (25%)                       | <i>No lunch or dinner</i> |                  |
| 1:31PM–8:30PM   | Breakfast and lunch (50%)             |                           | <i>No dinner</i> |
| 8:31PM or later   | Breakfast, lunch, & dinner (100%)     |                           |                  |

**Per-diem Rates: In State - \$25.00**  
**Out of State - \$32.00**

### Standard Round Trip Mileage:

Atlanta – 354  
 Charleston – 424  
 Charlotte – 149  
 Columbia – 206  
 Greenville – 68  
 Hilton Head – 514  
 Myrtle Beach – 494  
 North Myrtle Beach - 518