

WCSA / WRISA – SITE VISIT

EXPENSE VOUCHER

Record all expenses for mileage, food, accommodations copies. Give it to your team chair before leaving on the last day of the Site Visit. Team Chair, please give all Expense Vouchers to the school administrator before leaving on the last day of the site visit.

SITE VISIT SCHOOL NAME AND ADDRESS:

PURPOSE: WCSA / WRISA SITE VISIT

DATES:

1.	MILEAGE	TOTAL
	Total number of miles _____ x Rate (.58 per mile)	_____
2.	MEALS (receipt)	_____
3.	ACCOMMODATIONS (receipt)	_____
6.	OTHER FEES (Explain)	_____
**	TOTAL	_____

Visitor Signature

Date

School Authorizing Signature

Date

Mail Re-imbusement Check To:

NAME: _____

ADDRESS: _____
