

Central Consolidated School District

Purchasing Card Travel Voucher Form

This form is required whenever a District BOA (*Bank of America*) card is used during travel. The traveler is required to complete the form as each travel-related expense is charged to the District BOA (*Bank of America*) card, including Airfare and Hotel accommodations. Upon return to the District, the traveler is required to hold the form and supply it to the site Financial Secretary to attach to the BOA (*Bank of America*) invoice upon receipt of the invoice from Accounts Payable. The traveler must submit a copy but with an original signature for each BOA (*Bank of America*) invoice on which related charges are itemized.

Name of Traveler: _____ Dates of Travel: _____ to _____
Travel to: _____ Purpose of travel: _____

If traveling with a group, either students or district employees, # in group: _____

If traveling with students and purchasing card is rejected, call (505)215-6097.

| Date | Charge (vendor/service) | Purpose | Amount |
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Original signature required below

I, _____, certify that the travel expenses listed below and charged to the district purchasing card are valid expenditures while in the conduct of business for Central Consolidated Schools.