

Master Card Voucher

Credit Card ID (Last 4 digits of the card #) _____

Date Checked Out

Vehicle Used

School

Personal

Date Checked In

Employee Name

Campus

Name of Conference/Workshop

Location of Conference

Account Number to Charge

Number of Employees/Students Attending

Principal/Director Approval

The MasterCard cannot be used to fuel personal vehicles. No Exceptions. Repayment will be required if there is ever an instance of this occurring. If a personal vehicle is required due to unavailability of school vehicles, exact mileage will be reimbursed at the current state mileage reimbursement rate.

Receipts Provided	Date of Transaction	Name of Hotel or Vendor	Location	Amount
Total Charged to Card				

DEE
(LOCAL)
An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.

Tobacco and/or alcoholic products are not aughorized, allowable expenses. Hudson ISD will not reimburse meals purchased at questionable eating establishments and reserves the right to determine what is questionable.

Please Note: This form, the credit card, and all receipts must be returned to the Business Office, Sharon Mayo, or Brandy Nabors, the day after you return from your trip.