Rev. 7/03

South Central Kansas Special Education Cooperative
Student Related Instructional Travel Voucher

Mileage is claimed from the 1st. working day of each month to the last working day of the month. Voucher must be received by the 5th. of the following month. Use approved SCKSEC Mileage Chart or provide odometer readings.

Date	Starting Location /Destinations/ Ending Location	Purpose Code	Odometer Readings Beginning	Odometer Readings Ending	Mileage

Total Mileage: ______

Purpose Codes For Instructional Mileage Claims:

Code (1)...For Student Services; Consultant Service; IEP Meetings;
Direct Services; Seminar Organization/Implementation; Screening

Code (2)...Training within school/classroom/therapy settings with students

Code (3)...SCKSEC Vehicles Only: Mtg. w/ Administration (non-student related); IMC materials, etc.

NOTE: Mileage incurred for Training, Conferences and Workshops not provided on sight with students must be documented on the "SCKSEC Reimbursement Voucher" for payment.

I certify that the mileage claimed above has been incurred by me and is correct.

____

Signature

Original: SCKSEC Administrative Office. Copy: SCKSEC Staff