

BOARD OF EDUCATION - EXPENSE ACCOUNT

(s

Name _____ Convention and/or Meeting _____ Date _____

Date		En Route Indicate From (City & State) To (City & State)		Transportation Personal Auto		Living Expenses Hotel Meals Total			Miscellaneous	
Mo.	Day	On Location City State		<input type="checkbox"/> Fare Equiv. Miles	<input type="checkbox"/> Mileage Amount	Rm. Chg.	for Self	Living Expense	Taxi, Bus Carfare	Tips
				TOTALS	\$				\$	

* Details - Other Misc. Expenses

Mo.	Day	Explanation	Amount
		Registration	
		Banquet	

Total

Cash

Due E

Due B

Signature of Employee _____ Date _____

Authorized Approval _____ Date _____

md 5/24/72

INSTRUCTIONS

1. En Route Indicate - From and To - City & State
2. Transportation - Personal Auto - Reimbursement basis:
 - Fare Equivalent - Lowest equivalent cost for most direct route used for personal preference.
 - Mileage - 10 cents per mile when required on school business. Specify mileage.
3. Living Expenses - Record expenses in detail on daily basis, meals, etc. Include under "Hotel" only room charge at single rate for employee.

List banquet and registration separately under "Other Misc. Expenses".
4. Miscellaneous Expenses - Cost for taxi, bus, carfare, tips, others.
5. Details - Other Misc. Expense - List any and all banquet and registration fees for attending Conventions and/or Meetings.
6. Receipts - Attach receipts covering transportation, hotel, etc. A receipt for any expenditure over \$25.00 must be attached.
7. Length of time - Expenses must be submitted to the Secretary-Business Administrator within thirty days.

Note: If cash advance is excessive or odd amount, reimbursement amount should be reduced accordingly.