ADELANTO ELEMENTARY SCHOOL DISTRICT

EMPLOYEE EXPENSE REPORT

DATE:

Expense Report for:

School Site

Budget Acct.

Address:

***Attach Registration, Conference Approval
and Conference Agenda
Original Hotel Receipts
Original Air Fare Itinerary
Original ITEMIZED Meal Receipts

Conference Attended:
Name:
Location:

MAXIMUM INCLUDES A 15% GRATUITY
$ 60.00 PER DAY (As of 12/15/2009)

DATE			PARKING	TAXI	HOTEL	BREAKFAST	LUNCH	DINNER			TOTAL

In order to account for proper use of taxpayer funds, I certify that the above expenses are **actual and necessary travel expenses incurred for school district purposes.**

SUB TOTAL	
___MILES X .535	
TOTAL REIMBURSEMENT	

Signature of Claimant

Approved by:

Signature of Principal/Assist. Super.

AUTHORIZED SIGNATURE

Only the following items are reimbursable: lodging & meals (ITEMIZED RECEIPTS), mileage, taxi service, parking fees, baggage fees, workbooks (district property), registration fees, business calls only, luggage or locker fees - Receipts are Required