

ALBERT GALLATIN AREA SCHOOL DISTRICT
EXPENSE REPORT (Revised 4/2008 rms)

(PLEASE PRINT)

Name: _____ Building: _____ Time Period From: _____ to _____

Trip or Conference Expenditures			General Building Expenses		
*Registration Fee:			<i>(Expenses for General Supplies for Special Events)</i>		
			<u>Vendor Name</u>	<u>Item Description</u>	<u>Amount</u>
Mileage:					
From:					
To:					
and return To:					
Total Miles:					
(Total Miles x . _____) =					
<i>use current mileage rate</i>					
*Room Fee:					
*Meals:					
Breakfast:					
Lunch:					
Dinner:					
TOTAL:					

*** Receipt Requirements: Payment will not be issued without receipts.**

MEALS - ORIGINAL sales slips are required for reimbursement of meals - slip must contain a breakdown of items purchased. Alcoholic beverages and tips are not reimbursable.

REGISTRATION AND HOTEL CHARGES: Must submit a receipt issued by the hotel or party holding the conference. A copy of the registration form is not sufficient.

Purpose of Business Trip or Conference:

I declare that the above is a true statement of expenses incurred during the period of this report.

SIGNATURE: _____

APPROVAL: _____

DATE: _____

DATE: _____

(Purple)