

Fraser Public Schools
Expense Report



Name _____

Date _____

Conference Name & Location _____

Only record what you actually paid with either your own money and/or money advanced to you for the trip. DO NOT include expenses for unauthorized people (e.g. spouse).

Expense Description	Date	Date	Date	Date	Date	Item Total
Miles traveled (car only)						
Mileage @ .545 per mile						
Plane Fare						
Lodging (include tax)						
Meals- \$40 per diem limit (which includes Gratuities that are limited to 20%)						
Registration*						
Parking						
Other (description)						
Daily Expense Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Deduct check advance	\$ -

NOTE: Attach all receipts to this form.

All receipts must be itemized

Amount due Employee

OR

(*) Report only registration fees you paid. (NOT those prepaid for you).

Amount due Fraser Public Schools (Remit with Report)

PLEASE PRINT:

Name _____
Address _____
City/State _____

Employee Signature _____

Approval _____