

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 @ .58 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

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

Amount due Employee

OR

Amount due Fraser Public

Schools (Remit with Report)

PLEASE PRINT:

Name _____

Address _____

City/State _____

Employee Signature _____

Approval _____