

Fraser Public Schools
2023 Expense Report



Conference Name _____

Date _____

Location _____

Please Note the following:

- All receipts must be Itemized and submitted with this form*
- Report only registration fees you paid. (NOT those prepaid for you).*
- Only record what you actually paid for out of pocket.*
- DO NOT include expenses for unauthorized people (e.g. spouse).*

Expense Description	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	Item Total
Miles traveled (car only)						
Mileage @ _____ per mile						\$
Lodging (include tax)						\$
Meals (\$40 per diem limit, gratuities limited to 20%)						\$
Registration						\$
Parking						\$
Other (description)						\$
Daily Expense Totals	\$	\$	\$	\$	\$	\$

Amount due to Employee \$ _____

Employee Name (Print) _____

Employee Signature _____

Mailing Address _____

Approval _____

ASN# _____

Building _____