

UNIFIED SCHOOL DISTRICT No. 365

STATEMENT OF EXPENSES

Name of Employee _____

Title, Building or Assignment _____

Reason for Expense _____

Individual expenditure for meals, hotel, miscellaneous, etc, must be itemized under appropriate expense categories

I. MISCELLANEOUS EXPENSES		
Itemization of Miscellaneous	AMOUNT	
Total Miscellaneous Expense		

II. MILEAGE
MILEAGE CLAIM: Total Miles _____ x \$.51 = \$ _____

III. SUMMARY OF CASH EXPENSES								
Date _____							TOTALS	
City _____								
Breakfast								
Lunch								
Dinner								
Lodging								
Travel								
*Miscellaneous								
Total Cash Expenditures								

*Note: Fully detail all miscellaneous expenses in Table I

TOTAL EXPENSES CLAIMED _____

I hereby certify that all expenses listed are correct and were incurrent in the performance of my duties.

Signature

Date

