

JASPER CITY BOARD OF EDUCATION
P. O. BOX 500
JASPER, ALABAMA 35502
(205) 384-6880

EXPENSE REPORT 2024

Employee Name	Employee School					
Event	Event Location			Event Dates		
27-Digit Account Code						
	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	
Meals: Breakfast	_____	_____	_____	_____	_____	
Lunch	_____	_____	_____	_____	_____	
Dinner	_____	_____	_____	_____	_____	
Total Meals						
Lodging						
Automobile Mileage _____	@ .67 cents per mile (attach Mapquest)					
Registration Fees						
Other						
TOTAL EXPENSE						

Completed forms should be given to school bookkeeper. Bookkeeper will route to principal.

Employee Signature	Bookkeeper
Principal	Superintendent

Attach documentation to verify all expenditures (conference agenda, original itemized receipts, Mapquest) and a copy of approved Professional Development form