

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

PURCHASING CARD EXPENSE REPORT 2024

Employee Name	
Employee School	
Event Name	
Event Location	
Event dates	
27-Digit Account Code	

Expenses at a glance

- Meal Expenses
- Registration Fees
- Lodging Expense
- Other Expenses

TOTAL TRIP EXPENSES

Date	Meals			Lodging	Other Expenses	
	Breakfast	Lunch	Dinner		Registration Fees	Other
Total						

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

Employee Signature

Attach documentation to verify all expenditures (conference agenda, original receipts), and a copy of approved Professional Development form. Should you go over on any meal/travel expenses, please include a personal check made payable to JCS for the overages with this form.