



Adelanto Elementary School District

CONFERENCE/TRAVEL EXPENSE REPORT

DATE: _____

EMPLOYEE NAME: _____

HOME ADDRESS: _____

WORK SITE: _____ POSITION: _____

RECEIPTS FOR AIR TRAVEL, CAR RENTAL, MEALS, AND HOTEL MUST BE ATTACHED TO RECEIVE REIMBURSEMENT.
MAPS, REGISTRATION, AND CONFERENCE MATERIALS (CRF AND AGENDA) MUST BE ATTACHED AS WELL.
**** TAPE ORIGINAL ITEMIZED RECEIPTS INDIVIDUALLY TO AN 8.5x11 BLANK SHEET OF PAPER.****

PLEASE LIST COMPLETE ACCOUNT CODE BELOW

FU	RS	Y	GOAL	FUNC	OBJ	SCH	MGMT

THE FOLLOWING EXPENSES WERE INCURRED WHILE ATTENDING THE FOLLOWING CONFERENCE:

NAME OF CONFERENCE _____

Held in: _____ From: _____ to _____
CITY STATE DATE DATE

DATE	LODGING	MEALS (MAXIMUM INCLUDES A 20% GRATUITY) \$150.00 PER DAY			OTHER EXPENSES (TRANSPORTATION, INCIDENTAL EXPENSES)		TOTAL
	HOTEL	BREAKFAST	LUNCH	DINNER	DESCRIPTION	AMOUNT	
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
SUB-TOTAL:							\$ 0.00
MILEAGE: Total Miles _____ at \$0.70/mile							\$ 0.00
TOTAL REIMBURSEMENT:							\$ 0.00

In order to account for proper use of taxpayer funds, I certify that the above expenses are actual and necessary travel expenses incurred for school district business.

Signature of Claimant: _____

Signature of Principal/Assist. Superintendent: _____

Authorized Admin. Signature: _____