

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

PURCHASING CARD EXPENSE REPORT

Employee Name		Expenses at a glance Meal Expenses Registration Fees Lodging Expense Other Expenses
Employee School		
Event Name		
Event Location		
Event dates		
27-Digit Account Code		

TOTAL TRIP EXPENSES

Date	Meals			Other Expenses		
	Breakfast	Lunch	Dinner	Lodging	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.