

WOODSBORO INDEPENDENT SCHOOL DISTRICT 408 S KASTEN STREET WOODSBORO, TX 78393

Staff Expense Form

L	mpioyee:			Position:			vendor #:		
Leave Headquart		Return to Headquarters		Place and Purpose		Meals not exceed \$35 Per Day	Lodging Based on Current Rate	Mileage Based on Current Rate	Other
*Meal Allotments					Subtotals				
					Less Advance				
\$ 8.00 – Breal \$ 12.00- Lunc					Less Charge				
\$ 12.00- Lunc \$14.00- Dinne					TOTALS				
Balance Due t	to Employee:				E	Employee Signat	ure:		
Account #:				Amount: Approved					