

Fraser Public Schools  
2026 Expense Report



Name \_\_\_\_\_

Date \_\_\_\_\_

Conference Name and Location \_\_\_\_\_

**Please note the following:**

*Only record what you actually paid for out of pocket.*

*DO NOT include expenses for unauthorized people (e.g. spouse).*

Expense Description	Date	Date	Date	Date	Date	Item Total
Miles traveled (car only)						
Mileage @ _____ per mile						\$
Lodging (include tax)						\$
Meals (\$40 per diem limit, gratuities limited to 20%)						\$
Registration*						\$
Parking						\$
Other (description)						\$
Daily Expense Totals	\$	\$	\$	\$	\$	\$

**Attach all receipts to this form.**  
**All receipts must be itemized.**

Amount due to Employee \$ \_\_\_\_\_

\*Report only registration fees you paid.  
(NOT those prepaid for you.)

\_\_\_\_\_  
ASN#

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Approval