

TRAVIS UNIFIED SCHOOL DISTRICT

**EXPENSE REPORT**

Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

**Conference / Meeting Information:**

Conference Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**CLAIMED PERSONAL EXPENSES (MUST HAVE ORIGINAL ITEMIZED RECEIPTS):**

Date	Breakfast	Lunch	Dinner	Lodging	Total

**Subtotal** \$ \_\_\_\_\_

**OTHER EXPENSES (MUST HAVE ORIGINAL ITEMIZED RECEIPTS):**

\_\_\_\_\_

\_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**TOTAL CLAIMED PERSONAL EXPENSES** \$ \_\_\_\_\_

**DISTRICT PAID EXPENSES (PURCHASE ORDER OR DISTRICT CREDIT CARD):**

Date	Breakfast	Lunch	Dinner	Lodging	Total	PO #

**Subtotal** \$ \_\_\_\_\_

	<b>Total</b>	<b>PO #</b>
Registration		
Air Fare		

**Subtotal** \$ \_\_\_\_\_

**OTHER DISTRICT PAID EXPENSES (ITEMIZED):**

\_\_\_\_\_

\_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**TOTAL DISTRICT PAID EXPENSES** \$ \_\_\_\_\_

**PERSONAL AUTO (TOTAL MILES MULTIPLIED BY CENTS PER MILE):**

\_\_\_\_\_ Miles x \_\_\_\_\_ Cents Per Mile = \_\_\_\_\_

**Subtotal** \$ \_\_\_\_\_

**TOTAL COST OF EXPENSE REPORT** \$ \_\_\_\_\_

**EMPLOYEE'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**BUDGET CODES:**

<b>BUSINESS OFFICE:</b>	<b>Total Conference / Meeting Expense</b>	<b>\$</b>
	<b>District Paid Expenses</b>	
	<b>(Purchase Order or District Credit Card)</b>	<b>\$</b>
<b>BUSINESS SERVICES</b>	<b>TOTAL DUE TO DISTRICT / EMPLOYEE</b>	<b>\$</b>
<b>ADMIN ASSISTANT SIGNATURE</b>	<b>DATE</b>	
<b>SUPERINTENDENT OR DESIGNEE SIGNATURE</b>	<b>DATE</b>	

White - Business Office    Yellow - Attached to Warrant    Pink - Employee