

## WOODSBORO ISD STAFF EXPENSE REPORT

<b>Employee:</b>	<b>Position: A</b>	<b>Vendor #:</b>
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Leave Headquarters			Return to Headquarters			Place and Purpose	Meals not to exceed \$30 Per Day	Lodging \$80 or Conf. Rate	Mileage @ .54 Mile	Other
Date	Time	M	Date	Time	M					
		am			pm					
<b>*Meal Allotments</b>						<b>Subtotals</b>				
\$ 6.00 Breakfast						<b>Less Advance</b>				
\$10.00 Lunch						<b>Less Charge</b>				
\$14.00 Dinner						<b>TOTALS</b>				

<b>Balance Due to Employee:</b>	
<b>Refund From Employee:</b>	
<b>Account #:</b>	<b>Amount:</b>

<b>Employee Signature:</b>
<b>Approved by:</b>