

**EXPENSE ACCOUNT**

Submit one copy to Accounts Payable within five days of return from travel. **Receipts must be attached to this form.** This includes hotel bills, conference registration receipts, and airline or bus tickets. Taxes on bus or airline tickets are not allowable expenses. Travel expense chargeable to the District shall not exceed coach class airline or bus fares, nor shall it exceed actual cost. (Transportation expense shall be reimbursed at the least expensive mode of travel). Room and meal expense will depend upon the location of activity and accommodations available.

NAME: \_\_\_\_\_ DATES \_\_\_\_\_

PURPOSE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Dates								Totals
Breakfast								
Lunch								
Dinner								
Hotel/Motel								
Portering Service								
Taxi Service								
Toll Charges Where?								
Official Telephone Calls								
Parking Fees Car Storage								
Transportation Air/Mileage (# Miles)								
Registration								
Miscellaneous (Explain)								
TOTALS								

Less amount (if any) advanced on Warrant # \_\_\_\_\_ Date: \_\_\_\_\_ -\$ \_\_\_\_\_

Budget Classification: \_\_\_\_\_ Balance: \_\_\_\_\_ \$ \_\_\_\_\_

Supervisor of  
Claimant: \_\_\_\_\_  
Date: \_\_\_\_\_

I certify that the above statement represents the actual and necessary expenses in connection with my trip.

Claimant: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_