

Laguna Beach Unified School District

Travel Expense Statement

Name:	Site:	Today's Date:
Expenditures approved by the Board of Education at its meeting held on:		
Official Meeting/Conference Name:		Mode of Travel:
Destination:	Date(s) of Meeting: to	<input type="checkbox"/> Private Auto <input type="checkbox"/> Airline <input type="checkbox"/> Other
	Departure Date:	Return Date:

Expense Report

Expense Item	(Please attach receipts, do not include district paid sections)							Totals
Transportation (except personal auto)								
Registration Fee								
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	
Date								
Lodging								
Parking/Toll Fee								
Other Expenses (explain)								
Subtotal Expenses								
Meals (not-to-exceed \$50 per day) (Please attach itemized meal receipts, exclude alcoholic beverages)								
Breakfast								
Lunch								
Dinner								
Subtotal Meals								
Totals								
Private Vehicle								
Total Miles @ <u>53.5</u> cents per mile = TOTAL MILEAGE: 								
Account Number: 								
I hereby certify that the above were all actual and necessary expenses incidental to this meeting:								
							Employee Signature	Date
Approved by:								
					TOTAL ALL EXPENSES:			
Principal/Department Head					Date			
					- LESS ADVANCE:			
Superintendent/Chief Business Official					Date			
					NET TO EMPLOYEE:			