

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
	Departure Date: _____	<input type="checkbox"/> Airline
	Return Date: _____	<input type="checkbox"/> Other

Expense Report

<u>Expense Item</u>	(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								
Private Vehicle									
_____	Total Miles @	53.5	cents per mile =					Total Mileage	
Did you carpool?	<input type="checkbox"/> YES	<input type="checkbox"/> NO							
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:				
					- LESS ADVANCE:				
					NET TO EMPLOYEE:				