ADELANTO ELEMENTARY SCHOOL DISTRICT					EMPLOYEE EXPENSE REPORT					DATE:	
Expense Report for:										School Site	
										Budget Acct.	
Address:					_						
Conference Attended:					***Attach Registration, C and Conference A Original Hotel Rece					onference Agen	
Name:					Original Air Fare Itinerar						rv
Location:					Original ITEMIZED M						
				•		MAXIMUM IN	NCLUDES	A 15% GR			
						\$ 100.00 P	ER DAY (As of 11/12/20	19)		
DATE			PARKING	TAXI	HOTEL	BREAKFAST	LUNCH	DINNER			TOTAL
In order to account for proper use of taxpayer funds,									SUB TOTAL		
actual and necessary travel expenses incurred fo									MILES X .575		
				TOTAL REIMBURSEME					MBURSEMENT		
Signature o	of Claimant										
				۸	round by						
Signature of Principal/Assist. Super.				oroved by: AUTHORIZED SIGNATURE					_		
Signature of Frincipal/Assist. Super.				AU I NURIZED SIGNA I URE							

Only the following items are reimbursable: lodging & meals (ITEMIZED RECEIPTS), mileage, taxi service, parking fees, baggage fees, workbooks (district property), registration fees, business calls only, luggage or locker fees - Receipts are Required