ADELANTO ELEMENTARY SCHOOL DISTRICT					EMPLOYEE EXPENSE REPORT					DATE:	
Expense Report for:										School Site	
										Budget Acct.	
Address:					_						
				***Attach Registration, Conference Approval							
										onference Agend	da
Conference Attended:					Original Hotel Receipts						
Name:					Original Air Fare Itinerary Original ITEMIZED Meal Receipt						
Location:					MAXIMUM INCLUDES A 20% GRATUITY					II I I EMIZED Mea	i Receipts
						\$ 150.00 P					
DATE	1	1	PARKING	TAXI	HOTEL	BREAKFAST			123)		TOTAL
DATE			PARKING	IAAI	HOTEL	DREAKFASI	LUNCH	DIMNER			TOTAL
In order to account for proper use of taxpayer funds,				I certify that the above expenses are					SUB TOTAL		
actual and necessary travel expenses incurred for									MILES		
										X .65.5	
									TOTAL REII	MBURSEMENT	
Signature of	of Claimant		_	•						<u>-</u>	
				Λ							
Signature of Principal/Assist. Super.				proved by:					-		
Signature of Principal/Assist. Super.				AUTHORIZED SIGNATURE							

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