

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									
Private Vehicle									
	Total Miles @	54.5	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	
<hr/>									
Approved by:					TOTAL ALL EXPENSES:				
Principal/Department Head					- LESS ADVANCE:				
					NET TO EMPLOYEE:				
Superintendent/Chief Business Official									