

# 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								
<b>Meals (not-to-exceed \$50 per day)</b> (Please attach itemized meal receipts, exclude alcoholic beverages)								
Breakfast								
Lunch								
Dinner								
Subtotal Meals								
<b>Private Vehicle</b>								
		Total Miles @	58.0	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/>								
<b>Approved by:</b>					<b>TOTAL ALL EXPENSES:</b>			
Principal/Department Head		Date			<b>- LESS ADVANCE:</b>			
Superintendent/Chief Business Official		Date			<b>NET TO EMPLOYEE:</b>			