

ERLANGER-ELSMERE SCHOOLS  
TRAVEL EXPENSE

Requested by: \_\_\_\_\_ School: \_\_\_\_\_

Conference/Workshop: \_\_\_\_\_

DATE	FROM	TO	NUMBER OF MILES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			TOTAL MILES _____

40 Cents X Total Miles = Sub Total: \_\_\_\_\_

OTHER EXPENSES

LODGINGS - Receipt required - (Personal phone calls are not reimbursable)

\_\_\_\_\_  
\_\_\_\_\_  
Sub Total: \_\_\_\_\_

MEALS - Maximum per deim reimbursable amount is \$23.00. Receipts required for all charges over \$2.00.

\_\_\_\_\_  
\_\_\_\_\_  
Sub Total: \_\_\_\_\_

MISCELLANEOUS - Receipt required

\_\_\_\_\_  
\_\_\_\_\_  
Sub Total: \_\_\_\_\_

PLEASE ATTACH RECEIPTS

GRAND TOTAL: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

PD: \_\_\_\_\_

OTHER: \_\_\_\_\_

Approved for payment by: \_\_\_\_\_

Amount paid \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_

\*Miscellaneous includes such expenses as registrations, parking, etc. Completed TRAVEL EXPENSE FORMS must be submitted to the Central Office by the first of the month in order to be processed for Board of Education approval. Payment will then be made on the second Friday of the month. Requests received later will be processed the following month.