

Fraser Public Schools  
2022 Expense Report



Name \_\_\_\_\_

Date \_\_\_\_\_

Conference Name & Location \_\_\_\_\_

Only record what you actually paid with either your own money and/or money advanced to you for the trip. DO NOT include expenses for unauthorized people (e.g. spouse).

Expense Description	Date	Date	Date	Date	Date	Item Total
Miles traveled (car only)						
Mileage @ .585 per mile						\$
Lodging (include tax)						\$
Meals (\$40 per diem limit, Gratuities limited to 20%)						\$
Registration*						\$
Parking						\$
Other (description)						\$
Daily Expense Totals	\$	\$	\$	\$	\$	\$
						Deduct check advance \$

**NOTE: Attach all receipts to this form.**

**All receipts must be itemized**

Amount due Employee

OR

(\*) Report only registration fees you paid. (NOT those prepaid for you).

Amount due Fraser Public Schools (Remit with Report)

PLEASE PRINT:

Name: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Address : \_\_\_\_\_

City/State : \_\_\_\_\_

\_\_\_\_\_  
Approval