

claim total:

Monthly Travel Expense Form

\$0.00

submit to:

Triki Zenner - Assistant to the Director

| Name: | | Address: | | Date Submitted: | |
|---------|---------------------------|---|------------|------------------|--|
| School: | | | | | |
| Period: | From 11/27/18 to 11/27/18 | I hereby certify that this is a correct and true statement. All expenses are incurred in service to the North East School | Employee/[| Driver Signature | |
| Per KM | | Division | | | |
| Rate: | 0.41 | | l | | |
| Fynense | | | | | |

Principal's Name (Printed)

| Date mm/dd/yy | Travel to | Kms (Personal Vehicle Only) | Meals Breakfast \$15 Lunch \$20 Dinner \$25 | Conferences and Seminars (cost) | Hotel/ Lodging/ Airfare (Attach Receipts) | Trans- portation (Gas. Rental Car, Taxi, Parking, daily vehicle allowance) | Mileage | Total | Nature of Work Done | GL CODE | Budget Manager | Program Code | Project Code |
|------------------|-----------|-----------------------------------|--|---------------------------------------|--|--|---------|-------|---------------------------------|----------------|-------------------|-----------------|-----------------|
| 11/27/18 | Tisdale | | | | | | | | SCC & Board Linkage-Orientation | 1-2-10-103-221 | 800 - | 809 | |
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| | | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | COMMONLY USED PROGRAM CODES: | | | | |

<u>Meals:</u>

(Actual to a maximum of:)

Breakfast \$15.00 Lunch \$20.00 Dinner \$25.00

Maximum Per Diem: \$55.00

416 - Learning Consultants 000 - Undesignated 340 - Inst. Tech 417 - OHS (HR ONLY) 028 - Career 400 - Spec. Ed 033 - Library 401 - PreK 600 - Community Education 058 - E-Learning 402 - Speech/lang 601 - Co-Teaching 404 - Ed Psych 602 - Int. Services 059 - Curriculum 072 - Admin Council 410 - Counseling 603 - RTI/PBIS 100 - Data Mgmt 411 - Early Child. 605 - Literacy 170 - Cell Phone 607 - Teach.Sup.Ref.Com 414 - EAL Consultant 184 - KSN Partner 415 - OT 809 - Travel

X

Approved by: Assistant to the Director

V.12.15