

Strait Regional School Board

Meeting and Travel Expense Report

Employee Name: _____

Period Covered: From _____ To: _____

Address: _____

School / Department: _____

Date										Totals
Lodging										
Hotels										
Meals										
Breakfast										
Lunch										
Dinner										
Total										
Other										
List										
List										
List										
Total										
Metrage (Transfer totals from back)										
Actual Kms.										
Rate per Km.										
Total										
Summary										
Notes:								Cash Advances		
								Charged to Board		
								Due Employee		

Approval	
_____ Supervisor	_____ Date
_____ Chief Executive Officer	_____ Date

I hereby certify that the metrage and expenses claimed herein are correct in all respects and that the entire expenditure was incurred on School Board business.

 Signature Date

For Office Use Only	
General Ledger: _____	Vendor #: _____
GL#: _____	Amount: _____
GL#: _____	Amount: _____

Travel Detail Report

Date	From / To	Purpose of Travel	Kilometers

Please Forward Totals to Front of Report!	Total	
	Rate per KM	
	Balance Due	