



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

Today's Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Department: \_\_\_\_\_

**Instructions:** Expenses must be submitted within 30 days of the expenditure. All reimbursable expenses must be submitted with receipts, or in accordance with the District's Travel Policy. For mileage reimbursement, submit with printed internet mileage estimate. Attach additional information to this form.

Includes air, ground, parking, tolls	Mileage is reimbursed at IRS rates presently in effect. Enter miles.	For business meals, include purpose and attendees		Examples: conference fees; publications; memberships; tools or supplies		
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Date of Expense 0/0/00	Description of expenses	Transportation	Mileage	Meals	Lodging	Other	Total	Account Number

To comply with AB1234:	<b>Totals</b>	\$ -	-	\$ -	\$ -	\$ -	
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All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record and subject to disclosure. Penalties for misuse of public resources and violating the District's policies include loss of reimbursement privileges, restitution, civil & criminal penalties as well as additional income tax liability.

<b>Total expenses</b>	
<b>Less prepaid expenses</b>	
<b>Subtotal</b>	
<b>Amount due Traveler</b>	
<b>Amount due District</b>	

Submitted \_\_\_\_\_

**Note:** Attach original receipts to this form. For conferences or seminars, attach verification of attendance. For tuition, attach verification of grade.

Approved \_\_\_\_\_  
Date

Approved for payment: \_\_\_\_\_  
Finance Manager Date

2017 Mileage rate: \$0.535