

JASPER CITY BOARD OF EDUCATION
P. O. BOX 500
JASPER, ALABAMA 35502
(205) 384-6880

EXPENSE REPORT JULY - DECEMBER 2022

Employee Name	Employee School				
Event	Event Location			Event Dates	
27-Digit Account Code					
	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>
Meals: Breakfast	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____
Total Meals					0
Lodging					_____
Automobile Mileage _____ @ .625 cents per mile (attach Mapquest)					0
Registration Fees					_____
Other					_____
TOTAL EXPENSE					0

Completed forms should be given to school bookkeeper. Bookkeeper will route to principal.

Employee Signature	Bookkeeper
Principal	Superintendent

Attach documentation to verify all expenditures (conference agenda, original receipts, Mapquest), and a copy approved Professional Development form