

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

EXPENSE REPORT 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 _____

Lodging _____

Automobile Mileage _____ @ .585cents per mile (attach Mapquest) _____

Registration Fees _____

Other _____

TOTAL EXPENSE _____

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), and a copy of approved Professional Development form