Canton Public School District BUSINESS OFFICE

TRAVEL REIMBURSEMENT REQUEST

Employee Name		Job Location					
Employee Address Official Meeting Attended							
Location of Meeting City							
Date of Trip	Beginning			Ending			
	Departure Time	-					
REGISTRATION (attach origin	nal receipt):	Enter -0- i	f pre-paid		\$		
TRAVEL EXPENSE (attach original, unaltered receipts for	or hotel, meals, taxi,			applicable airline	e itinerary, baggage, etc.)		
Budget Acct. Line				Fun	ds <i>must</i> be available		
DATES				T T	TOTALS		
LODGING							
(Itemized receipt required)	Are research from the				\$		
MEALS	_						
BREAKFAST							
LUNCH							
DIMNER	•						
TOTAL FOR MEALS					\$		
	NATION SECTION OF SECTION	H30 SHOW SALE	areas of the second		The state of the s		
TAXI FARES (Business Only)				\$		
TIPS (excluding meals)					\$		
PARKING					\$		
RENTAL CAR (Business Only)	,				\$		
FUEL (rental car only)					\$		
OTHER (Business Only)					\$		
AIR FARE (not prepaid) DISTANCE BY PERSON	AL ALITOMORI	I E.	0.695.01	ENTS PER M	Mark someone and someone at		
DISTANCE BY FERSON	AL AUTOWODI	LC	0.565 Ci	ENTOPERIN	ILC ¥		
		TOTAL T	RAVEL EXP	ENSE	\$		
Control of the Contro				4,825-1-155-14	A STATE OF THE STA		
EMPLOYEE CERTIFICATION			BUSINESS OFFI	CE CERTIFICA	TION		
I hereby certify that the above expenses are just, true, and correct; that no part thereof has been paid and that the balance therein stated is actually due and owing and that the amounts claimed were necessary and incurred in the performance of my authorized official duties.			I, the CPSD employee's supervisor, certify this expense report has been examined and, to the best of my knowledge and belief, the amounts claimed were necessary for the performance of the employee's authorized official duties.				
EMPLOYEE SIGNATURE	Ē F	PURCHASING/ INS. CLERK SIGNATURE DATE					
BUSINESS DIRECTOR APPRO	OVAL DATE						

Reimbursement of Expenses Travel Log

	Date	Starting Point	Add A Stop (1)	Add A Stop (2)	Bank Bag Drop off/Pick up *indicate	Ending Point	Miles	Per Rate	Total
1									
2									
3	ę								
4								-	
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