

Teaching STATEMENT OF EXPENSE

Please Print and Attach All Receipts

VENDOR

Office Use Only

Name: _____ Area: _____ School: _____

Name of In-service: _____

In-service Details: _____

Date of In-service: _____ Location of In-service: _____

Traveling From: _____ To: _____

Mileage Claims **Car** **Total Mileage:** _____ **x Rate** _____ **Total:** _____

Rates: North .55 and South .50

If more than one individual is attending the same event, they must car pool (4 per vehicle). For multiple vehicle mileage claims, claims will be split by number of people attending divided by 4.

Cost of Fare for Travel: (if paid by the individual) **Plane** **Train** **Bus** **Total:** _____

Accommodation & Meals: (if paid by the individual)

Date	Breakfast \$11.50	Lunch \$16.00	Supper \$30.00	Hotel	Room \$50.00	Total

Hotel (if paid by claiming individual) **or Room** (if individual stayed at a private residence @ \$50.00/day)

Other Expenses: (if paid by the individual)

Taxi (Attach Receipts): _____

Registration Fees: (Event Name) _____

Other Expenses: (Provide Details) _____

Employee Signature

TOTAL EXPENSE CLAIM: _____

Literacy Instructional Coach Signature

TOTAL APPROVED EXPENSE CLAIM: _____

Area/Division Office Signature

Budget Code:	
Budget Code:	