Allegheny Valley School District

300 Pearl Avenue

Cheswick, PA 15024

**TRAVEL AND EXPENSE REPORT**

Date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Expenses of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Name Department Building

For  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Period Covered **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Date Departed Date Returned Days on Business

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Mon.** | **Tues.**  | **Weds.** | **Thurs.** | **Fri.** | **Sat.** | **Sun.** | **Total** |
| Breakfast\*\*($15) |  |  |  |  |  |  |  |  |
| Lunch\*\*($20) |  |  |  |  |  |  |  |  |
| Dinner\*\*($30) |  |  |  |  |  |  |  |  |
| Cab Fares |  |  |  |  |  |  |  |  |
| Tips |  |  |  |  |  |  |  |  |
| Hotel |  |  |  |  |  |  |  |  |
| Railroad/Plane |  |  |  |  |  |  |  |  |
| Total Mileage Amount Due\* |  |  |  |  |  |  |  |  |
| Parking Fees |  |  |  |  |  |  |  |  |
| Registration |  |  |  |  |  |  |  |  |
| Other,Explain |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |

**\*Total Mileage Amount Due– Enter dollar amount. Attach Car Mileage Record and Invoice sheet with miles and toll receipts.**

**\*\*All meal receipts must be itemized not just a signature slip.**

**Account and Settlement for Cash Advances and School Paid Items**

**ITEMIZED RECEIPTS ONLY**

Cash advances received (show date)\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ $ **\_\_\_\_\_\_\_\_\_**

School paid items – transportation (attach receipt) \_\_\_\_**RETURNED MONEY**\_\_\_\_\_\_ $**\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

Other (itemize and attach receipt or written statement) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $**\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net cash advances and school-paid items $  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Due me – school check  $  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Due school – cash \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Approved:

 Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Submitting Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_