



Natchitoches Parish School Board Out-of-Parish Expense Report

TRAVELER'S FULL NAME _____
 DESTINATION CITY _____ DESTINATION STATE _____
 DEPARTED OFFICIAL DOMICILE _____ DATE _____ TIME _____
 ARRIVED AT DESTINATION _____ DATE _____ TIME _____
 DEPARTED FOR OFFICIAL DOMICILE _____ DATE _____ TIME _____
 ARRIVED AT OFFICIAL DOMICILE _____ DATE _____ TIME _____
 PURPOSE OF TRAVEL _____

COPIES OF TRAVEL APPROVAL & NAMES OF VEHICLE PASSENGERS MUST BE ATTACHED TO THIS REPORT.

TRAVEL APPROVAL DOCUMENTS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

>>> COMPLETED APPLICATION FOR LEAVE <<<

>>> INVITATION OR NOTICE OF MEETING <<<

>>> PROGRAM, NAME TAG, CERTIFICATE OF ATTENDANCE, ETC. FROM EVENT <<<

1. _____ miles one way x 2 @ \$.50 per mile \$ _____
Names of passengers in vehicle _____
 2. Lodging as per attached receipt @ single rate \$ _____
 3. Registration fee as per attached receipt \$ _____

4. Meals while in travel status: **Reimbursement is NOT allowed if traveler opts to purchase meals rather than eat those provided at no cost by hotels or conferences, such as continental breakfasts, banquets, etc.**

_____ Breakfasts	@ \$ _____	= \$ _____	
_____ Lunches	@ \$ _____	= \$ _____	
_____ Dinners	@ \$ _____	= \$ _____	
			TOTAL COST OF MEALS \$ _____

5. Parking fares as per attached receipt \$ _____
 6. Airfare as per attached receipt \$ _____
(passenger receipts are required for all airline tickets, even if prepaid)
 7. Tips for baggage handling *(refer to policy)* \$ _____
 8. Other *(itemize and/or attach receipts)* \$ _____



Total Cost of Travel \$ _____

I certify that this expense account is true and correct, that expenses charged were incurred on official business of the Natchitoches Parish School Board, that none of the expenses have been paid or will be paid by any other source, and that the full amount is justly due.

SIGNED _____ DATE _____

ADDRESS _____

APPROVED _____ DATE _____