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

EXPENSE REPORT 2023

Employee Name				Employee School				
	Event			Event I	ocation		Event Dates	
	27-Digit Account Code							
		<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	Day 4	<u>Day 5</u>		
Meals:	Breakfast							
	Lunch							
Total Me	Dinner als							
Lodging								
Automob	ile Mileage _		(@ .655 cents	s per mile (a	attach Mapq	uest)	
Registrat	ion Fees							
Other								
				TOTAL E	XPENSE			
Complete	ed forms shou	lld be giver	n to school	bookkeeper	. Bookkeep	per will rout	e to principal.	
Employee Signature				-		Bookkeeper		
Principal				-	Superintendent			

Attach documentation to verify all expenditures (conference agenda, original itemized receipts, Mapquest) and a copy of approved Professional Development form