MORAGA SCHOOL DISTRICT
CONFERENCE EXPENSE CLAIM

Name: _____ Purpose: _____ Date(s) Attended: _____

TIME LEFT:_____ TIME RETURNED: _____

				MEALS (please check)					
DATE	FROM	TO	MILEAGE (REIMBURSED AT IRS RATE)	BKFST. $12.00	LUNCH $15.00	DINNER $28.00	LODGING	MISCELLANEOUS	TOTAL

This certifies that the above expenses represent actual and necessary traveling expense incurred while on official district business.

Budget Code 01 - - - - - 0 -000 - _____
Budget Code 01 - - - - - 0 -000 - _____
Budget Code 01 - - - - - 0 -000 - _____

Signed _____Date:_____Approved:_____Date: _____
Employee Signature Supervisor

ORIGINAL RECEIPTS MUST BE ATTACHED TO RECEIVE REIMBURSEMENT FOR LODGING AND MISC. EXPENSES

A19 Revised 03/01/17