

Name: _____

Date: _____

Conference expenses, workshops attended, athletic mileage, etc. Mileage is all allowed at the rate of 54.5 cents per mile for all travel within or outside of the district, effective Jan 1, 2018

MONTHLY EXPENSE REPORT FOR EMPLOYEES

Date of trip	Explanation of Expense	Meals, Lodging, Etc.	Number of Miles Traveled	Amount Due

Total Amount Due: _____

Signature: _____