



# 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 @ \$.44 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 \_\_\_\_\_

Supervisor

(rev. 07/10)