

**SHAMOKIN AREA SCHOOL DISTRICT
EXPENSE/CONFERENCE ATTENDANCE REPORT - FINAL**

NAME	REASON FOR TRIP
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The expenses listed below were incurred by me on a trip to _____ on _____, 20____.

The trip was authorized by my Principal and the Superintendent of Schools.

Total Mileage _____ x 70 cents per mile . . . \$ _____	
Hotel Expenses	_____
Meals.	_____
Registration.	_____
Other.	_____
TOTAL TRIP EXPENDITURE.	=====

ATTACH HOTEL STATEMENTS AND OTHER RECEIPTS - Include a copy of a program and brief report of meeting; in lieu of receipts, affirmation of expenses.

I affirm the above expenses were incurred.

Signature

CHECKED

I have checked the above bill. I recommend its payment as being authorized by the Business Manager and within the limits of the school budget.

_____ DATE	_____ PRINCIPAL/SUPERVISOR
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APPROVED

I approve this bill for payment by the Board of Education.

_____ DATE	_____ BUSINESS MANAGER
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