

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

<b>NAME</b>	<b>REASON FOR TRIP</b>
-------------	------------------------

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. . . . .	_____
<b>TOTAL TRIP EXPENDITURE. . . . .</b>	<b>=====</b>

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
------	----------------------

**APPROVED**

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

DATE	BUSINESS MANAGER
------	------------------