

# STAFF EXPENSE REPORT

Submitted by: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

For travel dates: \_\_\_\_\_ through \_\_\_\_\_

	Date:	Date:	Date:
<b>Hotel/Lodging</b>			
<b>Transportation</b>			
Air			
Ground/Taxi			
Parking/Tolls			
Auto Mileage (____ miles @ \$.56 per mi.)			
<b>Meals</b>			
Breakfast			
Lunch			
Dinner			
<b>Other (list)</b>			
<b>TOTAL</b>			

**Lobbying Expense?**    ☐ Yes \_\_\_\_\_    ☐ No

## Grant Expense?

General

Alliance Action Academy

Anonymous

Deeper Learning Cluster Work

Carnegie

DLD

E-rate

Future Ready Schools

Gates

GE

Organization Effectiveness

Hewlett

Irvine

NGSI

State Farm