

WOODLAND HILLS SCHOOL DISTRICT
ACCOUNTING OF EXPENSES FOR CONVENTIONS/MEETINGS/WORKSHOPS

NAME _____

SCHOOL/BUILDING _____

CONVENTION/MEETING/WORKSHOP _____

LOCATION (ADDRESS, CITY, STATE) _____

DATES ATTENDED _____

TRANSPORTATION EXPENSES:

MILES (IF DRIVING) PER MAPQUEST

_____ miles @ _____
(current IRS mileage rate)

TOLLS

AIRFARE

PARKING

CABS

LODGING

REGISTRATION

MEALS

TOTAL

MISCELLANEOUS (ITEMIZE)

TOTAL EXPENSES

MINUS ADVANCE ISSUED

BALANCE DUE/REFUNDED

SIGNATURE _____

DATE _____

PLEASE ATTACH ALL RECEIPTS AND RETURN TO BUSINESS OFFICE FOR REIMBURSEMENT