

****Reimbursement forms must be submitted within 30 days from last date of travel****

PO Number		Gainesville City School District Employee Expense Statement						For Travel from		through						
Last Name		First Name		MI	Res. Address (Street)		(City)	(County)	(State)	(Zip)						
Title			Business Telephone #		Bus. Address (Street)		(City)	(County)	(State)	(Zip)						
		Breakfast		Lunch		Dinner		Lodging		Total Expenditures						
Date		Location		Amount		Location		Amount								
<small>Mo.</small>	<small>Day</small>	<small>Departure Time</small>	<small>Return Time</small>													
<p>"I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment of not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state."</p> <p>Signature of Employee _____ Date _____</p> <p>Signature of Approving Authority _____ Print or Type Name: _____ Date: _____ Phone No. _____</p> <p>Signature of Program Manager (if applicable) _____ Print or Type Name: _____ Date: _____ Phone No. _____</p>						<p><i>Total Lodging / Meals (Lodging receipts required)</i></p> <p><i>Common Carrier, Airline, Taxi, etc. (detailed on back) - receipts required</i></p> <p><i>Registration Fees (detailed on back)- receipts required</i></p> <p><i>Miscellaneous Expenses (detailed on back) - receipts required</i></p> <p><i>State Use Mileage @ _____ per mile</i></p>										
						<p>Please attach agenda and all required documentation. Forms will be returned if required documents are not attached as well as forms not being completed correctly.</p>		Total Expenditures								
EXPLAIN THE PURPOSE OF THE TRIP(S)						GL ACCOUNT DISTRIBUTION										
						ORG CODE		<table border="1" style="width:100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>								
						TRAVEL		558000	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>							
						DUES AND FEES		581000	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>							
OTHER		_____	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>													
TOTAL			<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>													

