

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

<b>PO Number</b>		<b>Gainesville City School District Employee Expense Statement</b>						<b>For Travel from</b>		<b>through</b>	
<b>Last Name</b>		<b>First Name</b>		<b>MI</b>	<b>Res. Address (Street)</b>		<b>(City)</b>	<b>(County)</b>	<b>(State)</b>	<b>(Zip)</b>	
<b>Title</b>			<b>Business Telephone #</b>		<b>Bus. Address (Street)</b>		<b>(City)</b>	<b>(County)</b>	<b>(State)</b>	<b>(Zip)</b>	
		<b>Breakfast</b>		<b>Lunch</b>		<b>Dinner</b>		<b>Lodging</b>		<b>Total Expenditures</b>	
<b>Date</b>		<b>Location</b>		<b>Amount</b>		<b>Location</b>		<b>Amount</b>			
<small>Mo.</small>	<small>Day</small>	<small>Departure Time</small>	<small>Return Time</small>								
<p><b>"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."</b></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			
<b>EXPLAIN THE PURPOSE OF THE TRIP(S)</b>						<b>GL ACCOUNT DISTRIBUTION</b>					
						<b>ORG CODE</b>	<input style="width: 100%; height: 15px;" type="text"/>				
						<b>TRAVEL</b>	<b>558000</b>	<input style="width: 100%; height: 15px;" type="text"/>		<input style="width: 100%; height: 15px;" type="text"/>	
						<b>DUES AND FEES</b>	<b>581000</b>	<input style="width: 100%; height: 15px;" type="text"/>		<input style="width: 100%; height: 15px;" type="text"/>	
						<b>OTHER</b>	_____	<input style="width: 100%; height: 15px;" type="text"/>		<input style="width: 100%; height: 15px;" type="text"/>	
						<b>TOTAL</b>		<input style="width: 100%; height: 15px;" type="text"/>		<input style="width: 100%; height: 15px;" type="text"/>	

