NORTHSHORE CHARTER SCHOOL TRAVEL EXPENSE REIMBURSEMENT REPORT

CITY/STATE/ZIP	PERIOD OF TRAVEL
	ELINDING SOLIDGE
	ELINDING SOLIBCE
	EUNDING SOURCE
	FUNDING SOURCE
	ELINDING SOLIDGE
JIY/STATE/ZIP	PERIOD OF TRAVEL
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IOME ADDRESS	POSITION
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IAME OF EMPLOYEE	DATE OF CLAIM
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PERSONAL CAR	PER MILE COST	miles @ .54		\$
SUBSISTENCE				\$
	LODGING	\$		
	MEALS	\$		
TOLLS AND PARKING				\$
TIPS				\$
OTHER EXPENSES				\$
	REGISTRATION FEES		\$	
	MEMBERSHIP FEES		\$	
	OTHER (Explain)		\$	
TOTAL TRAVEL EXPENSES			-	\$
LESS: TRAVEL ADVANCE				\$
TOTAL REIMBURSEMENT DUE TRAVELER				\$

Signature of Traveler	Date:

I hereby certify that expenses listed above were incurred by me on official business of Northshore Charter School and include only such expenses as were necessary in the conduct of this business.

Signature of Traveler's Supervisor	Date:

I hereby certify that the travel undertaken in this reimbursement voucher has been reviewed and approved as necessary for the conduct of business for Northshore Charter School.

NORTHSHORE CHARTER SCHOOL TRAVEL LOG

DATE	DEPART TIME		TERRITORY TRAVELED (SHOW ALL POINTS VISITED)*	MILES	SUBSISTENCE					
		ARRIVAL TIME				MEALS		TOLLS AND	OTHER EXPENSE	
	A.M./P.M.	A.M ./P.M.		TRAVELED	LODGING	NO.	COST	PARKING	DESCRIPTION	COST
			TOTALS							

^{*}Attach map from Mapquest or Google Maps

