



**JASPER CITY BOARD OF EDUCATION  
P.O. BOX 500  
JASPER, ALABAMA 35502**

110 17th Street West  
P.O. Box 500  
Jasper, AL 35502  
Telephone 205.384.6880

**EXPENSE REPORT 2020**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's School

\_\_\_\_\_  
27 digit account code

\_\_\_\_\_  
Conference

\_\_\_\_\_  
Date(s) of Conference

\_\_\_\_\_  
Location of Conference

Meals (Number \_\_\_\_\_) *(Itemized Original Receipts Attached)*

\_\_\_\_\_

Hotel-Motel Lodging *(Itemized Original Receipts Attached)*

\_\_\_\_\_

Airplane Fares

\_\_\_\_\_

Automobile Mileage \_\_\_\_\_ @ .575 cents per mile (attach Mapquest)

\_\_\_\_\_

Registration Fees

\_\_\_\_\_

Other \_\_\_\_\_ *(Original Receipts Attached)*

\_\_\_\_\_

**TOTAL EXPENSE**

\_\_\_\_\_

Completed forms should be given to school bookkeeper so that she can note the total amount in her records. She will forward to the principal.

Recorded by: \_\_\_\_\_  
School Bookkeeper

\_\_\_\_\_  
Employee Signature

Approved by: \_\_\_\_\_  
Signature of Principal

Approved by: \_\_\_\_\_  
Signature of Superintendent

**ATTACH DOCUMENTATION TO VERIFY ALL EXPENDITURES (Conference Agenda, Hotel Receipt, Sporting Schedule, AND A COPY OF THE APPROVED PROFESSIONAL DEVELOPMENT FORM**