Kashia School District

Travel and/or Miscellaneous Expense Claim

Travel	Date
Meeting/Activity	Attended
Location	Date(s) From To
Transportation _	Miles @ .54 /Mile \$ SCOE Santa Rosa 127 miles (\$68.58)
Otne	er location miles are calculated from school and require pre-approval.
Lodging (Attach	receipts) \$
	5) (Up to \$10 Breakfast, \$15 Lunch, \$25 Dinner) on Overnight trips only.
Date	The second of th
Breakfast	
Lunch	
Dinner Total	
	Total Meals ¢
	Total Meals \$
	Total Travel \$
	Other miscellaneous expenses
	please explain in detail and attach receipts
	Total Miscellaneous \$
	Total Expense Claim \$
I certify that the ak	
	pove expenses were incurred in the performance of official school business
У	
pproved by	Date