

**MORAGA SCHOOL DISTRICT
CONFERENCE AND/OR MILEAGE EXPENSE CLAIM**

Name: _____ Purpose: _____ Date(s) Attended: _____

TIME LEFT: _____

TIME RETURNED: _____

DATE	FROM	TO	MILEAGE (REIMBURSED AT IRS RATE)	MEALS (please check)			LODGING	MISCELLANEOUS	TOTAL
				BKFST. \$12.00	LUNCH \$15.00	DINNER \$28.00			

This certifies that the above expenses represent actual and necessary traveling expense incurred while on official district business.

Budget Code	01	-	-	-	-	0 -000	_____
Budget Code	01	-	-	-	-	0 -000	_____
Budget Code	01	-	-	-	-	0 -000	_____

Signed _____ Date: _____ Approved: _____ Date: _____
Employee Signature Supervisor

ORIGINAL RECEIPTS MUST BE ATTACHED TO RECEIVE REIMBURSEMENT FOR LODGING AND MISC. EXPENSES