

**LUCAS LOCAL SCHOOL DISTRICT
MEETING EXPENSE REPORT**

NAME

TODAY'S DATE

NAME OF MEETING

DATE(S) OF MEETING

LOCATION OF MEETING

1. FEES

(1) Registration	\$	(attach receipt)
(2) Materials	\$	(attach receipt)

2. TRAVEL EXPENSES

(1) By private vehicle location from	miles travel to	location.
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Check here if round trip is included.

Check here if travel in and around
location is included.

(2) Parking Fees	\$	(attach receipt)
(3) Common carriers (planes, taxis, etc.)	\$	(attach receipt)

3. LODGING

(1) Hotel or motel room	\$	(attach receipt)
(Do not include non-business or telephone calls or other personal services.) If more than one person occupied the room specify other occupant(s)		

(2) Food	\$	(attach receipt)
(Do not include gratuities.)		

4. OTHER EXPENSES - specify and attach receipts:

SIGNATURE _____