

GALLIPOLIS CITY SCHOOLS

MEETING EXPENSE REPORT
FOR PROFESSIONAL MEETING OR ACTIVITY

TO: BUILDING PRINCIPAL/SUPERVISOR

FROM: _____

CURRENT DATE: _____

LOCATION OF MEETING OR ACTIVITY: _____

DESCRIPTION OF MEETING OR ACTIVITY

MILEAGE: _____ MILES @ IRS RATE = 56¢ PER MILE ----- = _____

(ATTACH RECEIPTS) LODGING: _____ NIGHTS @ \$_____ PER NIGHT ---- = _____

(ATTACH RECEIPTS) MEALS: ----- = _____

(ATTACH RECEIPTS) REGISTRATION: ----- = _____

(ITEMIZE AND ATTACH RECEIPTS) OTHER: _____ = _____

_____ = _____

_____ = _____

TOTAL = _____