

SWEETWATER UNION HIGH SCHOOL DISTRICT EXPENSE LOG - PLANNING FORM

EMPLOYEE NAME: _____ SITE: _____ SSN (last 4): _____

Conference: _____ Location: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Fill in Dates of Conf.--->	_____	_____	_____	_____	_____	_____	_____	
Departure/Return Time	_____	_____	_____	_____	_____	_____	_____	

REGISTRATION								
HOTEL*								
FOOD								
Breakfast	\$ 10.00							
Lunch	\$ 15.00							
Dinner	\$ 31.00							
Incidentals	\$ 5.00							
TOTAL FOOD								
TRANSPORTATION								
Air								
Shuttle, Taxi, etc.								
Train								
Auto _____miles x	\$ 0.54							
Parking								
Car Rental								
TOTAL TRANSPORTATION								
							Total Claim	

* Hotel costs should include all additional fees including but not limited to taxes, resort fees, internet, and other local charges.

Substitute: Yes No Periods class coverage if needed

Pseudo #

Employee Signature _____

Additional Approver _____

Principal Signature _____

Date _____