

Palisades Charter High School Expense Report/ Reimbursement Form 2014-2015

NAME Form 10419e

PO# _____

INSTRUCTIONS (Order/Pay or Pay/Reimburse):

Submit for Board Approval _____

Quantity	Item # / Date of trip	Description	UNIT COST						Total Unit Cost	Line Total
			Office 4350	Classrm 4310	Conf 5220	Shipping 5920	Mi/.56 5210	Other		
1	5/22-5/24	Roundtrip mileage for Gold Ribbon Ceremony	\$0.00		\$0.00		\$0.56		\$ 0.56	\$ 152.32
1	5/23	One night hotel stay for Gold Ribbon Ceremony	\$0.00		\$370.34				\$ 370.34	\$ 370.34
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Tax Free Total	\$	522.66
Taxable Total	\$	-
Sales Tax	\$	-
Grand Total	\$	522.66