

Pendleton County Board of Education

PLEASE SUBMIT
MONTHLY ONLY

EXPENSE ACCOUNT

IN/OUT-OF-COUNTY

Name _____ Title _____

Address _____

Mode of Transportation: Personal Auto _____ County Vehicle _____ Other _____

Attendance Request Form Completed for Out of County Travel? Yes _____ No _____

Date	From	To	Purpose of Travel	Mileage	Amount	Hotel	Meals	Other Exp.	Total
		TOTAL							

STATE OF WEST VIRGINIA, COUNTY OF PENDLETON, to wit: I, the undersigned, do solemnly swear that the above expense account is just, accurate and true, and is claimed for cash expended for the purpose named in this statement.

Approved by: _____
Superintendent or Supervisor

Employee Signature

Date

*Please attach:
Hotel Receipts
Registration Fees
Misc. Receipts*

*Note: Meal Maximum is \$25.00 per day.
Meals cannot include alcoholic beverages.
Lodging Maximum is \$90.00 per day.*