

# 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
		<b>TOTAL</b>							

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.*