

**EXPENSE STATEMENT**

THIS STATEMENT MUST BE COMPLETED WITHIN TEN DAYS AFTER EACH TRIP

**A.**

PRINT NAME	PO # (please list all if there's more than one)	TELEPHONE #
DESTINATION: (city, state)	DATES OF TRAVEL:	
TITLE OF EVENT:		

**B. DO NOT INCLUDE ITEMS CHARGED TO THE ORANGE BOARD OF EDUCATION**

	MEALS	TOLLS	MILEAGE	HOTEL	REGISTRATION	BAGGAGE FEES	TAXI/SHUTTLE/UBER	
DATES	ATTACH ORIGINAL ITEMIZED RECEIPTS							
<b>TOTALS</b>								

**C. SUMMARY**

(Brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district).

**D. DECLARATION**

I HEREBY CERTIFY THAT THE ABOVE EXPENDITURES REPRESENT CASH SPENT FOR LEGITIMATE OBOE BUSINESS EXPENSES ONLY AND INCLUDE NO ITEMS OF A PERSONAL NATURE.

Employee Signature

Date:

Principal/Director

Date:

NOTE: MAKE A CLEAR COPY OF ALL RECEIPTS FOR THIS FORM AND YOUR FILES