



Encore Junior & Senior High School
Employee Reimbursement Form

Employee Requesting Reimbursement:

Date: 8/26/21
Name: John Griffin
Address: 9546 SVL Bux
City, State, Zip: Victorville CA 92395

Please photo copy original receipt(s) and attach copies to this form. Keep original(s) for your records.

| Date | Description | Total Amt |
|--------------|-----------------------|-----------|
| 6/10/21 | SR. Beach Day Parking | \$15.00 |
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| | | |
| Grand Total: | | 15.00 |

I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Junior & Senior High School, and I have attached copies of receipts and/or proof of payment.

Employee's Signature:

OFFICE USE ONLY

APPROVED
Administrator Signature: Date: 8/30/21

DENIED
Administrator Signature: Date: 8/31/21

Pre-Approval Stamp
APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES

Huntington SB
 CA
 SALES RECEIPT

Transaction #: 666369
 Register #: 1
 Cashier #: 39224
 Batch #: 6860
 Customer: SYSTEM CUSTOMER
 Date :6/10/2021 Time :10:53 AM
 Transaction Type: Sales
 Confirmation #: 8136450

| Description | Amount |
|---|---------|
| Passenger - Regular Customer, System - Duration: 06 /10/21 to 06/10/21 1 @ \$15.00 | \$15.00 |
| Sub Total | \$15.00 |
| Tax | \$0.00 |
| Grand Total | \$15.00 |
| Approval Code: 055313 | \$15.00 |
| Visa 2816 | |

Thank you for visiting CA State Parks
 8136450



VENDOR:

HUNTINGTON SB

DATE OF PURCHASE:

6/10/21

AMOUNT:

\$15.00

REIMBURSE TO / ACCOUNT:

JOHN GRIFFIN

ADMIN APPROVAL ONLY

PURPOSE:

SR. BEACH DAY

FIRST APPROVAL

SECOND APPROVAL