

Palisades Charter High School
Expense Report/ Reimbursement Form
2019 Calendar Year

Name: Pamela Magee

Date: 4/30/2019

P.O. # _____

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Office Supplies</u>	<u>Classroom Materials</u>	<u>Conferences</u>	<u>Comm/ Postage</u>	<u>Other*</u>	<u>Business Miles</u>	<u>Rate Per Mile</u>	<u>Total Mileage</u>
			4350	4310	5220	5920				5210
3/11/2019 to 3/14/2019	Dr. Magee	CCSA - Travel from Home to LAX						22.00	0.580	12.76
3/29/2019	Dr. Magee	LA Conversion Charter Mtg. Birmingham Community Charter HS. (round-trip from PCHS)						34.20	0.580	19.84
4/9/2019	Dr. Magee	Executive Board Mtg., Los Angeles (round-trip from PCHS)						39.40	0.580	22.85
3/20/2019	Dr. Magee	Curriculum Council/Dept. Chair/Admin Mtgs. Food (Pavilions) on school card	26.99						0.580	-
3/27/2019	Dr. Magee	Curriculum Council/Dept. Chair/Admin Mtgs. Food (Pavilions) on school card	25.35						0.580	-
4/10/2019	Dr. Magee	Curriculum Council/Dept. Chair/Admin Mtgs. Food (Ralphs) NOT on school card					21.98		0.580	21.98
4/9/2019	Dr. Magee	PARKING, Executive Board Mtg., Los Angeles office					\$8.00		0.580	8.00
	Dr. Magee								0.580	-
	Dr. Magee								0.580	-
									0.580	-
									0.580	-
									0.580	-
									0.580	-
Total			52.34	-	-	-	29.98	95.60	0.580	85.43

Grand Total	\$	167.75
Charged Amount	\$	-
Net Due Employee	\$	85.43

Employee Signature: _____

Approved By: _____

Date: _____

Department/Program Name & #: _____

*-Provide full description on amounts in this column to allow for proper identification

Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.