

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

Name: Pamela Magee

Date: 5/21/2019

P.O. # _____

| Date | Vendor | Description | Office | Classroom | Confer- | Comm/ | Business | Rate Per | Total | |
|--------------|-----------|--|----------|-----------|---------|---------|----------|----------|-------|-------|
| | | | Supplies | Materials | ences | Postage | | | | Miles |
| | | | 4350 | 4310 | 5220 | 5920 | | | 5210 | |
| 5/14/2019 | Dr. Magee | Parking for LAUSD Charter Renewal Mtg. Los Angeles (Reimburse Dr. Magee) out of pocket | | | | | \$8.00 | | 0.580 | 8.00 |
| 5/14/2019 | Dr. Magee | Ralphs Market Curriculum Council/Admin Mtg. Food | \$37.94 | | | | | | 0.580 | - |
| 5/15/2019 | Dr. Magee | Dominos Food for Admin Mtg. (4 hour mtg.) | \$35.53 | | | | | | 0.580 | - |
| 5/14/2019 | Dr. Magee | LAUSD Charter Renewal Mtg. (Los Angeles) (round-trip from PCHS to Los Angeles) | | | | | | 39.80 | 0.580 | 23.08 |
| 5/1/2019 | Dr. Magee | CCSA Exec Summit Mtg. (round-trip from PCHS to Los Angeles) | | | | | | 39.80 | 0.580 | 23.08 |
| 5/2/2019 | Dr. Magee | CCSA/YY&A Public Record Act Seminar (round-trip from PCHS to Los Angeles) | | | | | | 42.80 | 0.580 | 9.00 |
| | Dr. Magee | | | | | | | | 0.580 | - |
| | Dr. Magee | | | | | | | | 0.580 | - |
| | Dr. Magee | | | | | | | | 0.580 | - |
| | | | | | | | | | 0.580 | - |
| | | | | | | | | | 0.580 | 10.00 |
| | | | | | | | | | 0.580 | - |
| Total | | | 73.47 | - | - | - | 8.00 | 122.40 | 0.580 | 73.17 |

| | | |
|-------------------------|-----------|---------------|
| Grand Total | \$ | 154.64 |
| Charged Amount | \$ | - |
| Net Due Employee | \$ | 73.17 |

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.