

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

Name: Pamela Magee

Date: 5/21/2019

P.O. # _____

Date	Vendor	Description	Office Supplies	Classroom Materials	Conferences	Comm/Postage	Other*	Business Miles	Rate Per Mile	Total Mileage
			4350	4310	5220	5920				5210
5/14/2019	Dr. Magee	Parking for LAUSD Charter Renewal Mtg. Los Angeles (Reimburse Dr. Magee) NET EMPLOYEE					\$8.00		0.545	-
5/14/2019	Dr. Magee	Ralphs Market Curriculum Council/Admin Mtg. Food (ON SCHOOL CARD)	\$37.94						0.545	-
5/15/2019	Dr. Magee	Dominos Food for Admin Mtg. (4 hour mtg.) ON SCHOOL CARD	\$35.53						0.545	-
5/14/2019	Dr. Magee	LAUSD Charter Renewal Mtg. (Los Angeles) (round-trip from PCHS to Los Angeles) NET EMPLOYEE						39.80	0.545	21.69
5/1/2019	Dr. Magee	CCSA Exec Summit Mtg. (round-trip from PCHS to Los Angeles) NET EMPLOYEE						39.80	0.545	21.69
5/2/2019	Dr. Magee	CCSA/YY&A Public Record Act Seminar (round-trip from PCHS to Los Angeles) NET EMPLOYEE						42.80	0.545	23.33
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
									0.545	-
Total			73.47	-	-	-	8.00	122.40	6.54	66.71

Grand Total	\$ 148.18
Charged Amount	\$ 73.47
Net Due Employee	\$ 74.71

74.71

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.