

**Palisades Charter High School**  
**Expense Report/ Reimbursement Form**  
**2018 Calendar Year**

Name: Pamela Magee

Date: 2/27/2018

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
									0.545	-
1/31/2018	Dr. Magee	CAASPP Pasadena (round trip from PCHS)			\$13.00			75.20	0.545	40.98
2/8/2018	Dr. Magee	All Council/LAUSD Operated Programs Team (West Hills, round trip from PCHS)						54.60	0.545	29.76
2/14/2018	Dr. Magee	RSDSS Strategies _ Alhambra (round trip from PCHS)						60.80	0.545	33.14
2/4/2008	Dr. Magee	Curriculum Meetings (on school card)					\$29.56		0.545	-
1/31/2018	Dr. Magee	CAASPP Pasadena (round trip from PCHS)							0.545	-
2/14/2018	Dr. Magee	RSDSS Strategies _ Alhambra (round trip from PCHS)			\$9.50				0.545	-
2/7/2018	Dr. Magee	Curriculum Meetings (on school card)					\$21.23		0.545	-
2/7/2018	Dr. Magee	Curriculum Meetings (on school card)					\$24.80		0.545	-
									0.545	-
									0.545	-
									0.545	-
<b>Total</b>			-	-	22.50	-	75.59	190.60	6.54	103.88

<b>Grand Total</b>	<b>\$</b>	<b>201.97</b>
<b>Charged Amount</b>	<b>\$</b>	<b>75.59</b>
<b>Net Due Employee</b>	<b>\$</b>	<b>126.38</b>

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.