

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

Name: Pamela Magee

Date: 6/5/2018

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
4/24/2018	Dr. Magee	School Safety Symposium 2018 (round trip from PCHS to Los Angeles) UCLA Extension PARKING FEE					\$8.00		0.545	-
									0.545	-
4/26/2018	Dr. Magee	Pedro Noguera LACOE -Alhambra (round trip from PCHS to Alhambra)700 S. Almansor St. PARKING FEE					\$5.00		0.545	-
									0.545	-
5/21/2018	Dr. Magee	Beaudry CSD Feedback Mtg. (roundtrip from PCHS to Los Angeles)						40.00	0.545	21.80
									0.545	-
5/22/2018	Dr. Magee	Optimists Scholarship Breakfast (in Pacific Palisades)						-	0.545	-
5/22/2018	Dr. Magee	CA Budget Mtg. Camarillo, CA (roundtrip from PCHS to Camarillo)						88.00	0.545	47.96
5/24/2018	Dr. Magee	Value Briamal City Charter School Mtg. (roundtrip from PCHS to Pico, Los Angeles)						39.00	0.545	21.26
									0.545	-
									0.545	-
									0.545	-
Total			-	-	-	-	\$13.00	167.00		91.02

Grand Total	\$ -
Charged/CASH Amount	\$ 13.00
Net Due Employee	\$104.02

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.