CCF-174 Rev. 07/11

Clark County School District MILEAGE/TRAVEL/EXPENSE CLAIM

See Instructions On Page 3

EMPLOYEE N	AME Dwight D. J	lones						
			PERSONNEL IDENTIFICATION NUMBER				WORK LOCATION CODE	
Elizabeth Carrero / 799-5310 MAILING ADDRESS (Checks will not be mailed to a School District address.) (Must agree with the address as it app.			Depars on your payroll stub.)					
				1.60 6	,			
	TRAVEL OR EXPENSE nference / ERDI II Winter Institute; Houston, Texas; F	ebruary	15-20, 20	12				
CLASSIFICA	TION:	☐ Travel Advance						
Accumulated travel, normal duties, for the month of			, 20					
☑ Special trip (out of county) LEAVE (time, date) 6:45 a.m.; 2/15/12 RE			ETURN (time, date)4:25 p.m.; 2/20/12					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE		PER DIEM		DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES	
11/17/11	Amerian Association of School Administrators (AASA)				945.00			
	Conference Registration	*						
2/15/12	Airfare - Continental / United Airlines				994.11			
	Superintendent Jones paid \$39.00 for one way extra	leg						
	room on February 10, 2012. He will reimburse CCSI	D						
	for the \$39.00 return extra leg room charge. A third e	extra leg						
	room charge (\$39.00) is to be reimbursed by United Airlines.							
	See attached memo for further information.							
2/15/12	Baggage - Continental Airlines					25.00		
	Superintendent Jones used personal funds and will be	е						
M = 200	reimbursed by CCSD.							
	Page 1 TOTALS		\$0.00		\$1939.11	\$25.00	0.00	
	Page 2 TOTA	TOTALS		.00	1,077.10	37.50	0.00	
	TOTA	LS	\$0	.00	\$3,016.21	\$62.50	0.00	
	55.5 cents per mile x =	\$0.00						
Cost Center, Internal Order, Grant, WBS (Select One)		Fu	ind G/		L Account	Functional Area*		
1010001001		5580000000						
PLEASE PR	INT NAME BESIDE SIGNATURE	- 						
EMPLOYEE'S SIGNATURE DATE			- / >		AMT. REQUESTED IN ADVANCE	\$	0.00	
ADMINISTRADOR'S SIGNATURE (For Budget being Chargeo) DATE DATE			110		AMT. CLAIMED (ATTACH RECEIPT	S) \$	0.00	
			16		BALANCE DUE EMPLOYEE	\$	62.50	
	\vee				BALANCE DUE CCSD	\$	39.00	

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EMPLOYEE NAME Dwight D. Jones		CONTACT NAME/PHONE # Elizabeth Carrero / 799-5310				
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES	
2/18/12	Lodging - Hyatt Regency Houston		737.55			
2/20/12	Lodging - Omni Houston Hotel					
	Lodging was arranged and paid for by the Education				He M	
	Research and Development Institute (ERDI).					
	Research and Development Institute (ERDI).					
2/20/12	Fuel - Woodway Mobil			10.00		
	Superintendent Jones used personal funds and will be					
	reimbursed by CCSD.					
2/20/12	Toll Road - Harris County Toll Road Authority			1.00		
	Superintendent Jones used personal funds and will be			1.00		
	reimbursed by CCSD.					
2/20/12	Toll Road - Harris County Toll Road Authority			1.50		
	Superintendent Jones used personal funds and will be					
	reimbursed by CCSD.					
2/20/12	Rental Car - Hertz Rent-A-Car		257.55			
2/20/12	Baggage - Continental Airlines			25.00		
	Superintendent Jones used personal funds and will be					
	reimbursed by CCSD.					
2/20/12	Parking - McCarran International Airport		82.00	ž.		
	TOTALS PAGE 2	0.00	1,077.10	37.50	0.00	
MPLOYEE'S SI	5-10-	12				
DMINISTRATOR	R'S SIGNATURE (For Budget Being Charged) DATE	1				