

Clark County School District MILEAGE/TRAVEL/EXPENSE CLAIM See Instructions On Reverse Side

EMPLOYEE NAME William Skorkowsky					
CONTACT NAME/PHONE # Elizabeth Carrero - 799-5310		PERSONNEL IDENTIFICATION NUMBER [REDACTED]		WORK LOCATION CODE 001	
MAILING ADDRESS (Checks will not be mailed to a School District address.) (Must agree with the address as it appears on your payroll stub.) [REDACTED]					
PURPOSE OF TRAVEL OR EXPENSE Nevada Association of School Superintendents/NASA Cabinet Workshop - January 10-11, 2014					
CLASSIFICATION:					
<input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other Expense <input type="checkbox"/> Travel Advance					
<input type="checkbox"/> Accumulated travel, normal duties, for the month of _____, 20____					
<input checked="" type="checkbox"/> Special trip (<i>out of county</i>) LEAVE (time, date) <u>6:10 a.m., 1/10/14</u> RETURN (time, date) <u>1:50 p.m. 1/11/14</u>					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
1/10/14	Airfare - Southwest Airlines Dep: 1/10 - 1/11 (CCSD will be reimbursed by NASA)		397.80		
1/10/14	Lodging - Grand Sierra Resort Hotel, Reno: 1/10 (CCSD will be reimbursed by NASA)		89.27		
1/11/14	Parking - McCaran Int'l Airport: (CCSD will be reimbursed by NASA)		32.00		
TOTALS		\$0.00	\$519.07	\$0.00	0.00
56.5 cents per mile x _____ 0.00 = _____ \$0.00					
Cost Center, Internal Order, Grant, WBS (Select One)		Fund	G/L Account	Functional Area*	
1010001001		1000000000	5580000000		
PLEASE PRINT NAME BESIDE SIGNATURE					
EMPLOYEE'S SIGNATURE		DATE	AMT. REQUESTED IN ADVANCE		
Pat Skorkowsky		2/12/14	\$ 0.00		
SUPERVISOR'S SIGNATURE		DATE	AMT. CLAIMED (ATTACH RECEIPTS)		
[Signature]		2-13-14	\$ 0.00		
ADMINISTRATOR'S SIGNATURE (For Budget Being Charged)		DATE	BALANCE DUE EMPLOYEE		
			\$ 0.00		
			BALANCE DUE CCSD		
			\$ 0.00		

NOTE: In all cases of payment the employee's **Personnel Identification Number** is required before payment can be issued.
*Functional Area is only required when using an Internal Order or Grant.

