

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 (NASS) Meeting, Reno, NV - January 2-3, 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 (out of county) LEAVE (time, date) <u>10:40 a.m., January 2</u> RETURN (time, date) <u>6:30 p.m., January 3, 2014</u>					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
1/2/14	Airfare - Southwest Airlines Dep: 1/2 - 1/3		397.80		
1/2/14	Lodging - Siena Hotel Spa Casino - Reno: 1/2		63.00		
1/2/14	Car Rental - Hertz: 1/2 - 1/3		82.89		
1/3/14	Parking - McCarran Int'l Airport:		35.00		
TOTALS		\$0.00	\$578.69	\$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 <i>Pat Skorkowsky</i>		DATE 1/13/14	AMT. REQUESTED IN ADVANCE \$ 0.00		
SUPERVISOR'S SIGNATURE <i>[Signature]</i>		DATE 1-17-14	AMT. CLAIMED (ATTACH RECEIPTS) \$ 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. **CCSD**
 060 *Functional Area is only required when using an Internal Order or Grant. CLARK COUNTY SCHOOL DISTRICT