

## Clark County School District MILEAGE/TRAVEL/EXPENSE CLAIM

See Instructions On Reverse Side



EMPLOYEE NAME <b>William Skorkowsky</b>					
CONTACT NAME/PHONE # <b>Elizabeth Carrero - 799-5310</b>		PERSONNEL IDENTIFICATION NUMBER <b>[REDACTED]</b>		WORK LOCATION CODE <b>001</b>	
MAILING ADDRESS (Checks will not be mailed to a School District address.) (Must agree with the address as it appears on your payroll stub.) <b>5100 West Sahara Avenue, Las Vegas, Nevada 89146</b>					
PURPOSE OF TRAVEL OR EXPENSE <b>Nevada Association of School Superintendents (NASS) Meeting, Carson City, Nevada</b>					
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) <b>5:55 p.m., May 6, 2015</b> RETURN (time, date) <b>8:50 p.m., May 7, 2015</b>					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
5/7/15	Airfare - Southwest		347.99		
5/7/15	Lodging - Holiday Inn Express & Suites		95.70		
5/7/15	Car Rental - Hertz		60.28		
5/7/15	Parking - McCarran Int'l Airport		28.00		
<b>TOTALS</b>		\$0.00	\$531.97	\$0.00	0.00
57.5 cents per mile x 0.00 = \$0.00					
Cost Center, Internal Order, Grant, WBS (Select One)		Fund	G/L Account	Functional Area*	
1010001001		100	5580000000	F10002320	
<b>PLEASE PRINT NAME BESIDE SIGNATURE</b>					
EMPLOYEE'S SIGNATURE Pat Skorkowsky		DATE <b>5/13/15</b>	AMT. REQUESTED IN ADVANCE \$ 0.00		
SUPERVISOR'S SIGNATURE 		DATE <b>5-20-15</b>	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**  
CLARK COUNTY SCHOOL DISTRICT

060 \*Functional Area is only required when using an Internal Order or Grant.