

Clark County School District MILEAGE/TRAVEL/EXPENSE CLAIM

See Instructions On Reverse Side

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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 Boards (NASB) Conference					
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 type="checkbox"/> Special trip (out of county) LEAVE (time, date) 11/23/13 at 8:01 a.m. RETURN (time, date) 11/24/13 at 10:10 a.m.					
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
11/23/13	Airfare - Southwest Airlines Dep: 11/23 - 11/24		397.80		
11/23/13	Lodging - Atlantis Casino Resort Spa - Reno: 11/23-11/24		100.57		
11/23/13	Registration - Nevada Association of School Boards (NASB) (Paid by check through P. O. #3000372554)		175.00		
11/23/13	Car Rental - Hertz: 11/23-11/24		42.03		
11/24/13	Parking - McCarran Int'l Airport 11/13-11/24		27.00		
TOTALS		\$0.00	\$742.40	\$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		100000000000	558000000000		
PLEASE PRINT NAME BESIDE SIGNATURE					
EMPLOYEE'S SIGNATURE <i>Pat Skorkowsky</i>		DATE 12.18.13	AMT. REQUESTED IN ADVANCE \$ 0.00		
SUPERVISOR'S SIGNATURE <i>Carolyn Edwards</i>		DATE	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.
 *Functional Area is only required when using an Internal Order or Grant.