

Clark County School District
MILEAGE/TRAVEL/EXPENSE CLAIM

See Instructions On Page 3

EMPLOYEE NAME
Dwight D. Jones

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
District Administration Leadership Institute; Phoenix, Arizona; September 14-16, 2011

CLASSIFICATION:
 Travel Other Expense Travel Advance
 Accumulated travel, normal duties, for the month of _____, 20____
 Special trip (out of county) LEAVE (time, date) 9/13/11 RETURN (time, date) 9/17/11

DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE	PER DIEM	DISTRICT CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
9/15/11	Lodging was arranged and paid for by the District Administration Leadership Institute				
9/15/11	Parking - Arizona Biltmore Hotel District Administration Leadership Institute will reimburse CCSD.		26.24		
9/16/11	Fuel for Rental Car - Shell Superintendent Jones used personal funds. District Administration Leadership Institute will reimburse CCSD. CCSD will then reimburse Mr. Jones.			39.40	
Page 1 TOTALS		\$0.00	\$26.24	\$39.40	0.00
Page 2 TOTALS		0.00	140.68	29.80	0.00
TOTALS		\$0.00	\$166.92	\$69.20	0.00
55.5 cents per mile x 0.00 = \$0.00					

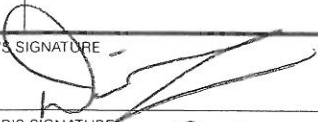
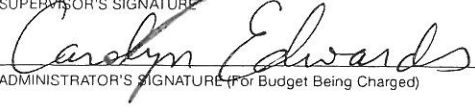
Cost Center, Internal Order, Grant, WBS (Select One) 1010001001 Fund G/L Account 5580000000 Functional Area*

PLEASE PRINT NAME BESIDE SIGNATURE

EMPLOYEE'S SIGNATURE 	DATE 09-23-11	AMT. REQUESTED IN ADVANCE \$ 0.00
SUPERVISOR'S SIGNATURE 	DATE 09-29-11	AMT. CLAIMED (ATTACH RECEIPTS) \$ 0.00
ADMINISTRATOR'S SIGNATURE (For Budget Being Charged)	DATE	BALANCE DUE EMPLOYEE \$ 69.20
		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.

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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
9/17/11	Fuel for Rental Car - Chevron/Texaco			29.80	
	Superintendent Jones used personal funds. District Administration Leadership Institute will reimburse CCSD. CCSD will then reimburse Mr. Jones.				
9/17/11	Rental Car - Hertz Rent-A-Car		140.68		
	District Administration Leadership Institute will reimburse CCSD.				
TOTALS PAGE 2		0.00	140.68	29.80	0.00
EMPLOYEE'S SIGNATURE 		DATE 09/23/11			
SUPERVISOR'S SIGNATURE 		DATE 09.29.11			
ADMINISTRATOR'S SIGNATURE (If for Budget Being Charged)		DATE			

NOTE: In all cases of payment the employee's Personnel Identification Number must be entered before payment can be issued.