Clark County School District MILEAGE/TRAVEL/EXPENSE CLAIM

See Instructions On Reverse Side

EMPLOYEE N	^{AME} Skorkowsky						
contact na Elizabeth	PERSONNEL IDENTIFICATION NUMBER				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.) 5100 West Sahara Avenue, Las Vegas, Nevada 89146							
PURPOSE OF TRAVEL OR EXPENSE Meeting with Legislators, Carson City, Nevada							
CLASSIFICATION: ☐ Travel ☐ Other Expense ☐ Travel Advance							
 ☐ Accumulated travel, normal duties, for the month of ☑ Special trip (out of county) LEAVE (time, date) 5:15 a.m., April 22, 2 			, 20				
№ Spec	LEAVE (time, date) 3.13 a.m., April 22, 2	2015H	ETURN (tim	ne, date	DISTRICT	, April 22, 20	115
DATE	DESCRIPTION OF TRAVEL and/or OTHER EXPENSE		PER DIEM	(CREDIT CARD CHARGES	OTHER EXPENSES	OWN CAR MILES
4/22/15	Airfare - Southwest				56.80		
	(Cost of Ticket \$424.00 Minus						
	Credit Funds #8CBZBZ in the amount of \$367.20)						
4/22/15	Car Rental - Hertz				55.50		
4/22/15	Parking - McCarran Int'l Airport				20.00		
		191000					
	TOTAL	_S	\$0.00		\$132.30	\$0.00	0.00
	57.5 cents per mile x =	\$0.00					
Cost Center, Internal Order, Grant, WBS (Select One)		Fund		G/L	Account	Functional Area*	
	100		558	5580000000 F10002320		2320	
PLEASE PRINT NAME BESIDE SIGNATURE							
EMPLOYED S	DATE /28/		AN IN	MT. REQUESTED I ADVANCE	\$	0.00	
SUPERVISOR'S SIGNATURE			15	(A	MT. CLAIMED TTACH RECEIPTS	S) \$	0.00
ADMINISTRATOR'S SIGNATURE (For Budget Being Charged) DATE					ALANCE DUE MPLOYEE	\$	0.00
				BA CC	ALANCE DUE CSD	\$	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. ^{*}Functional Area is only required when using an Internal Order or Grant.

