NATOMAS CHARTER SCHOOL

MONTHLY MILEAGE/EXPENSE CLAIM

NAME _____ MONTH/YEAR _____

SCHOOL/PROGRAM _____

	NOT TO EXCEED						
DATE	BREAKFAST **12.00**	LUNCH **15.00**	DINNER **20.00**	OTHER	EXPLANATION	**MILES	AMOUNT
TOTAL:							

Fund	Resource	Year	Object	Site	Goal	Functn	Local1	Local2

MILES @ 0.405	
MEALS	
OTHER	
TOTAL	

I HEREBY CERTIFY THE ABOVE TO BE TRUE AND AN ACCURATE ACCOUNT OF MY ACTUAL EXPENSES FOR THE PERIOD INDICATED.

SIGNATURE OF CLAIMANT _____ DATE _____

COORDINATOR APPROVAL _____ DATE _____

DIRECTOR APPROVAL _____ DATE _____

BUDGET APPROVAL _____ DATE _____

****NOTE ON MILEAGE:** Total mileage claimed should be the difference between your regular round trip commute to and from work and your total round trip mileage to and from the workshop or conference.