

# South Central Local School District

## Statement of Expenses Incurred

Conference attended \_\_\_\_\_

Date of Conference \_\_\_\_\_

Location of Conference \_\_\_\_\_

### Expenses incurred:

Mileage \_\_\_\_\_ miles \$ \_\_\_\_\_

Registration (attach receipt) \$ \_\_\_\_\_

Meals (attach *itemized* receipt) \$ \_\_\_\_\_  
if not overnight – taxable fringe benefit per IRS regs.

Lodging (attach receipt) \$ \_\_\_\_\_

Parking (attach receipt) \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

I certify the above is an accurate account of expenses incurred.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature/Print Name

Approved \_\_\_\_\_  
Superintendent