

**NORTH LAMAR ISD**  
**INDIVIDUAL EXPENSE REPORT**  
**FOR OVERNIGHT TRIPS**

**MEALS**

\_\_\_\_\_ **Breakfasts** @ \$4.00 \$ \_\_\_\_\_.

\_\_\_\_\_ **Lunches** @ \$6.00 \$ \_\_\_\_\_.

\_\_\_\_\_ **Dinners** @ 10.00 \$ \_\_\_\_\_.

**TOTAL FOR MEALS** \_\_\_\_\_.

**MOTEL**

\_\_\_\_\_ **DAYS @ \$50.00 (or cost, whichever is less)** \$ \_\_\_\_\_.

**NAME OF HOTEL** \_\_\_\_\_

**TOTAL FOR HOTELS** \_\_\_\_\_

**MISCELLANEOUS EXPENSES (AS THEY APPLY)**

\_\_\_\_\_ **Miles @ .34 per mile** \$ \_\_\_\_\_.

\_\_\_\_\_ **Parking at Motel/Airport** \$ \_\_\_\_\_.

\_\_\_\_\_ \$ \_\_\_\_\_.

\_\_\_\_\_ \$ \_\_\_\_\_.

**TOTAL FOR MISC.** \$ \_\_\_\_\_

**This report includes the following date(s):** \_\_\_\_\_

**Name and location of Meeting** \_\_\_\_\_

\_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **CAMPUS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Employee

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Administrator