



**Washoe County School District
Travel Expense Claim
(Trip Summary and Reconciliation)**

Employee Name: Traci Davis			
Contact Name/Phone # Tami Covington/775-789-4645	Employee Number:	Responsibility Center (RC Code): 074	
Mailing Address (Checks will not be mailed to a school district address).			
Purpose of Travel or Expense: Governors Statewide Task Force and NASS Meeting May 1st to 3rd 2018 in Las Vegas			
Classification: <input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other Expense			
Month: May	Year: 2018	Leave (time, date): May 1, 2018	Return (time, date): May 3, 2018

Date(s)	Description of Travel or Expense	Per Diem	District Credit Card Charges	Expense Amount
5/1/18	Airfare Southwest flight from Chicago (CASEL) to Las Vegas departure flight		134.98	
5/2/18	Airfare Southwest changes due to weather delays in order to make meeting with Governor		422.00	
5/3/18	Airfare Southwest Returning flight		121.98	
	No hotel- stayed with relatives			
	NASS (Nevada Association of School Superintendents)			
TOTALS		0.00	678.96	0.00

Budget to be Charged: 10-000-2321-65800-074-0000	Budget to be Charged (for split funding):
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Amount Claimed (attach receipts):	Balance Due Employee:	Balance due WCSD:
	0	0

Claimant Name: Traci Davis	Claimant Signature:	Date:
Department Head Name:	Department Head Signature:	Date:
Grant Program Approval (if required)	Signature:	Date: