



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

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| 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: NSBA & COSA Conference March 27 to April 2 2019 in Philadelphia PA. | | | |
| Classification: <input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other Expense | | | |
| Month: March/April | Year: 2019 | Leave (time, date): March 27, 2019 | Return (time, date): April 2, 2019 |

| Date(s) | Description of Travel or Expense | Per Diem | District Credit Card Charges | Expense Amount |
|-----------|--|----------|------------------------------|----------------|
| 3/27/19 | Airfare- Southwest (\$356 used travel fund credits reducing total to \$262.00) | | 262.00 | |
| 3/31/19 | Airfare- Southwest (See AASA-SEL Cohort for charges cheaper to fly from NSBA to AASA location) | | 0 | |
| 3/27-3/31 | Hotel- Ritz- Carlton Philadelphia (Hosting Conference Hotel) | | 908.00 | |
| 3/27 | Meals | 42.00 | | |
| 3/28 | Meals | 56.00 | | |
| 3/29 | Meals | 56.00 | | |
| 3/30 | Meals | 40.00 | | |
| 3/31 | Meals | 42.00 | | |
| 3/27 | Taxi | 25.70 | | |
| 3/28 | Taxi | 0 | | |
| 3/29 | Taxi | 7.88 | | |
| 3/30 | Taxi | 10.00 | | |
| 3/31 | Taxi | 59.74 | | |
| | **National School Boards Association (NSBA)** | | | |
| | **Council of School Attorneys' School Law Seminar (COSA)** | | | |
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| | TOTALS | 339.32 | 1,170.00 | 0.00 |

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| 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: 339.32 | Balance due WCSD: 0 |
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| Claimant Name: Traci Davis | Claimant Signature: | Date: |
| Department Head Name: | Department Head Signature: | Date: |
| Grant Program Approval (if required) | Signature: | Date: |