

**MIAMI EAST LOCAL SCHOOL DISTRICT  
EDUCATIONAL EXPENSE FORM**

NAME OF MEETING \_\_\_\_\_  
PLACE OF MEETING \_\_\_\_\_  
DATE OF MEETING \_\_\_\_\_  
NUMBER OF MILES \_\_\_\_\_ @ \_\_\_\_\_ PER MILE \$ \_\_\_\_\_  
COST OF LODGING \_\_\_\_\_  
REGISTRATION FEE \_\_\_\_\_  
MISC. (PARKING, ETC.) \_\_\_\_\_  
  
**TOTAL \$** \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
APPROVAL SIGNATURE DATE

Attach receipts to this form. 8/91

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**TOTAL \$** \_\_\_\_\_

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