

# Pendleton County Board of Education

PLEASE SUBMIT  
MONTHLY ONLY

EXPENSE ACCOUNT  
IN/OUT-OF-COUNTY

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Mode of Transportation: Personal Auto \_\_\_\_\_ County Vehicle \_\_\_\_\_ Other \_\_\_\_\_

Attendance Request Form Completed for Out of County Travel? Yes \_\_\_\_\_ No \_\_\_\_\_

Date	From	To	Purpose Of Travel	Mileage	Amount	Hotel	Meals	Other Ex P.	Total
		TOTAL							

STATE OF WEST VIRGINIA, COUNTY OF PENDLETON, to wit: I, the undersigned, do solemnly swear that the above expense account is just accurate and true, and is claimed for cash expended for the purpose named in this statement.

\_\_\_\_\_  
Employee Signature

Approved by:  
\_\_\_\_\_  
Superintendent or Supervisor

\_\_\_\_\_  
Date

*Please attach:  
Hotel Receipts  
Registration Fees  
Misc. Receipts*

*Note; Meal Maximum is \$25.00 per day  
Meals cannot include alcoholic beverages.  
Lodging Maximum is \$90. 00 per day.*