

# ALLEN COUNTY EDUCATIONAL SERVICE CENTER EXPENSE SHEET FORM 5004

**EDUCATIONAL ACTIVITY:**

**DESTINATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MILEAGE: # of miles** \_\_\_\_\_ **x \$.45**                      \$ \_\_\_\_\_

**REGISTRATION FEE: (receipt attached)**                      \$ \_\_\_\_\_

**MOTEL ROOM: (receipt attached)**                                      \$ \_\_\_\_\_

**MEALS (number): #** \_\_\_\_\_                                      \$ \_\_\_\_\_  
**(itemized receipt attached)**  
**credit card slip NOT acceptable**

**PARKING: (receipt attached)**                                      \$ \_\_\_\_\_

**MISCELLANEOUS: (receipt attached)**                              \$ \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_