KSD No. 4 Form # 105 Updated 05/2025 **Quick Trip Expense Summary** Use this form for 1 Day Employee only Trips.

Meal Cost Breakdown:

B = Breakfast = >\$13 - Breakfast NOT covered if hotel provides. L = Lunch = >\$15 - Must be one meal for total cost, not 2 or more. D = Dinner = \$25 - It is NOT \$53 total for each day, if breakfast or lunch wasn't used by dinner time, you still only get \$25. NOT \$53.

This applies to all KSD staff and students.

Knappa School District No. 4 41535 Old Hwy 30 Astoria, OR 97103 (503) 458-5993

Employee Name

Date of Trip

Date	Tra To	vel From	Purpose/Meal Vender/Hotel/Other Item Keep one line per item.	TOTAL Mileage	Meal Total	Lodging	Other	Account Number/Fund
			Total Mileage		Total ⊥	Total ⊥	Total ⊥	To be completed by the Business Office
		Signature of Principal	Rate per mile					Total to Reimburse:
		Signature of Principal	Totals]=

Signature of Business Manager

Accounts Payable Initials: