

EASTERN PANHANDLE INSTRUCTIONAL COOPERATIVE

109 S. College St.
Martinsburg, WV 25401
EXPENSE ACCOUNT

Updated 1/1/2024

Name: _____

Program: _____

Account: _____

Total: \$ -

Address: _____

Employee ID or
vendor # _____

Account: _____

Total: \$ -

Month, Yr: _____

Account: _____

Total: \$ -

Account: _____

Total: \$ -

Account: _____

Total: \$ -

TOTAL: \$ -

Mileage rate 0.670
Effective 1/1/2024

DATE	TRAVEL DESTINATION (TO-FROM), PURPOSE / REASON - BE SPECIFIC	OTHER EXPENSES DESCRIPTION (ie. gas, car wash, etc.)	MILEAGE	AMOUNT	HOTEL	MEALS	OTHER EXPENSES	TOTAL
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TOTALS FOR THE MONTH(S) OR TRIP(S):			0	\$ -	\$ -	\$ -	\$ -	\$ -

STATE OF WEST VIRGINIA, COUNTY OF BERKELEY 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.

PLEASE ATTACH ALL ORIGINAL HOTEL, REGISTRATION, PARKING, TOLL, ITEMIZED MEAL, AND OTHER RECEIPTS

SIGNATURE (PLEASE SIGN IN BLUE INK)

APPROVED BY