



SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 N. Park St. * Fairmont, MN 56031
Phone (507) 238-1472 * Fax (507) 238-2361

EXPENSE FORM 2019-2020

| DATE OF EXPENSE | PURPOSE | TO | FROM | MILES | IN-TOWN | OTHER (PARKING, FOOD) ATTACH |
|-----------------|---------|----|------|-------|---------|------------------------------|
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SIGNATURE _____ DATE _____

PRINT NAME _____ **RETURN TO LAURA TEVELDAL – SPEC OFFICE**

ALL EXPENSES FOR THE 2019-2020 SCHOOL YEAR NEED TO BE TURNED IN NO LATER THAN JULY 1ST, 2020

| FOR OFFICE USE ONLY | | | |
|--|--------|-------------------|--------|
| ACCOUNT CODE | AMOUNT | ACCOUNT CODE | AMOUNT |
| | | | |
| | | | |
| MILES DRIVEN () x \$ 0.58 = \$ | | OTHER EXPENSES \$ | |
| TOTAL EXPENSES \$ | | PROGRAM | |
| DIRECTOR'S SIGNATURE | | DATE | |