SOUTHERN PLAINS EDUCATION COOPERATIVE

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

EXPENSE FORM (Jan-Jun 2020)

DATE OF EXPENSE MO/DAY/YR	PURPOSE	TO FROM	MILEAGE	OTHER (PARKING, FOOD, HOTEL) - ***ATTACH ORIGINAL RECEIPT***

SIGNATURE _____ DATE _____

PRINT NAME _____ PROGRAM _____

RETURN TO: LAURA TEVELDAL – SPEC OFFICE

*****ALL EXPENSES FOR THE 2019-2020 SCHOOL YEAR MUST TO BE SUBMITTED NO LATER THAN JULY 1ST, 2020*****

BOTTOM PORTION FOR OFFICE USE ONLY

ACCOUNT CODE	AMOUNT	ACCOUNT CODE	AMOUNT

MILES DRIVEN ( ) X $ 0.575 = $	OTHER EXPENSES **$**
TOTAL EXPENSES $	
DIRECTOR'S SIGNATURE	**DATE**

UPDATED 1-02-20