HIGH PLAINS EDUCATIONAL COOPERATIVE

621 E. Oklahoma
Ulysses, KS 67880
620-356-5577

"High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society." *HPEC Mission Statement*

Expense Report

Name:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Provide good description so materials may be inventoried or indicate consumable.

Date	Trip Destination AND Name of Meeting/Inservice	Reason	Miles	Meals	Materials *see below
	Totals				

Reason

S = Student M = Meeting (won't be on PDC Plan/Staff Development Plan)

I = Inservice/Staff Development

*Material – please attach an itemized list of non-consumable items with prices in addition to the receipt (receipt is usually too vague)