



# LOUISIANA CLERKS OF COURT

10202 Jefferson Highway, Building A  
Baton Rouge, Louisiana 70809

## EXPENSE FORM

CHECK THE BOX IN WHICH THE ENTITY APPLIES:

**ASSOCIATION**

**INSURANCE**

**RETIREMENT**

**LCRAA**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Expense \_\_\_\_\_ to \_\_\_\_\_

The following expenses were incurred by me in the pursuit of official business for the Clerks of Court and have not or will not be reimbursed from other public funds:

\*Mileage from \_\_\_\_\_ to \_\_\_\_\_, and return,  
a total of \_\_\_\_\_ miles @ \$0.58 per mile..... \$ \_\_\_\_\_

Hotel Bill..... \_\_\_\_\_

Train, Bus or Plane Fares..... \_\_\_\_\_

Meals..... \_\_\_\_\_

Telephone Expense..... \_\_\_\_\_

Parking and Meter Charges..... \_\_\_\_\_

Convention Registration Fees..... \_\_\_\_\_

Taxi Fares..... \_\_\_\_\_

Automobile Storage Expense..... \_\_\_\_\_

Tips..... \_\_\_\_\_

Other: \_\_\_\_\_

Per Diem..... \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*As per act 914 of 1988 Regular Session of La. Legislature, "...mileage expenses for attendance at board meetings shall not be paid when travel to such meetings takes place in a governmental owned vehicle, nor shall more than one member be reimbursed for mileage when more than one member travels to a board meeting in the same vehicle."

**Association office use only**

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Check Amount \$ \_\_\_\_\_