

Guilford County Schools  
P.O. Box 880  
Greensboro, NC 27402-0880



58507

UNIT  
NO.

410

CHECK NO 58507

ACCOUNT NUMBER	INVOICE #	DESCRIPTION	NET AMOUNT
8-6941-305-312-810-200-02	S.CONTRERAS040919	TRAVEL	52.46
8-6941-305-312-810-200-03	S.CONTRERAS040919	MEALS	15.43

FILE COPY



GUILFORD COUNTY SCHOOLS ADMINISTRATIVE UNIT  
GREENSBORO, NORTH CAROLINA

NO. 58507

DATE
04/30/19

\$\*\*\*\*\*67.89

**Deposited** \*\*\* PAYMENT TO BE MADE VIA DIRECT DEPOSIT \*\*\*

**IN  
THE  
ACCOUNT  
OF**

SHARON L CONTRERAS  
c/o SUPERINTENDENT'S OFFICE  
202 FOSSEWAY DR. GREENSBORO  
GREENSBORO, NC 27455

622741

**NON-NEGOTIABLE**

**DIRECT DEPOSIT ADVICE - THIS IS NOT A CHECK**

- ☐ Advance  
☒ Reimbursement

**GUILFORD COUNTY SCHOOLS**  
**Staff Development Travel Expense**

RECEIVED  
 GUILFORD COUNTY SCHOOLS  
 ACCOUNTS PAYABLE CLERK  
 10/08  
 Rev.A  
 2019 APR 10 AM 9:11

Vendor # \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Name(Type) \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 \*Prepay Sharon Contreras  
 Street Address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Budget Code 8 6941 305 312 810 200 02 School/Dept \_\_\_\_\_  
 Purpose of Travel 2019 Council of the Great City Schools Conference  
 Job Assignment During Travel \_\_\_\_\_

PAYEE CERTIFICATION: This is a true and accurate statement of expenses incurred in discharging official business duties. Signature <u>Sharon L Contreras</u> Date <u>3/4/19</u>		SUPERVISOR APPROVAL: This is a true and accurate statement of expenses incurred in discharging official business duties. Signature <u>Deena X Hays</u> Date <u>3/4/19</u>	
Period Covered by Travel:		Total Expense	<b>\$67.89</b>
Date/Time of Departure	<u>3/16/19</u>	Less: Prepayment/Advance	<b>\$0.00</b>
Date/Time of Return	<u>3/19/19</u>	Net Reimbursement	<b>\$67.89</b>

Travel (Show each city visited)			Transportation			Subsistence			Other	
Date	From	To	Mode	Auto Miles	Amount	Type	In-State	Out-of-State	Explanation	Amount
3/16/19	3/16/2019		P		\$0.00	B				\$4.93
			A	XX		L				
			O	XX		D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
			P		\$0.00	B				
			A	XX		L				
3/18/19	3/18/2019		O	XX	\$21.12	D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
3/19/19	3/19/2019		P		\$0.00	B				\$10.50
			A	XX		L				
			O	XX		D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
			P		\$0.00	B				
			A	XX		L				
3/19/19	3/19/2019		O	XX	\$31.34	D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
Total Transportation					\$52.46	Total Subs	\$0.00	\$0.00	Total Other	\$15.43

Page 1  
 A/P Approval \_\_\_\_\_  
 Accounting Approval \_\_\_\_\_

02-52.46      03-15.43