

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



58368

UNIT
NO.

410

CHECK NO58368

ACCOUNT NUMBER	INVOICE #	DESCRIPTION	NET AMOUNT
8-6941-305-312-810-200-02	S.CONTRERAS040119	TRAVEL	37.91
8-6941-305-312-810-200-03	S.CONTRERAS040119	MEALS	4.86

FILE COPY



GUILFORD COUNTY SCHOOLS ADMINISTRATIVE UNIT
GREENSBORO, NORTH CAROLINA

NO. 58368

DATE
04/15/19

\$*****42.77

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

FIN-F008
10/08
Rev.A

Vendor # _____
Name(Type) Sharon L. Contreras
Street Address _____
City/State _____ Zip _____
*Prepay _____
Street Address _____
City/State _____ Zip _____
Budget Code 8 6941 305 312 810 200 00 School/Dept _____
Purpose of Travel The National Education Leaders' Workshop Hosted by Insight Education Group
Job Assignment During Travel Panelist

PAYEE CERTIFICATION: This is a true and accurate statement of expenses incurred in discharging official business duties.
Signature Sharon L. Contreras Date 3/12/19

SUPERVISOR APPROVAL: This is a true and accurate statement of expenses incurred in discharging official business duties.
Signature Deena A. Hayes Date _____

Period Covered by Travel:

Date/Time of Departure 3/1/19
Date/Time of Return 3/3/19

Total Expense **\$42.77**

Less: Prepayment/Advance **\$0.00**

Net Reimbursement **\$42.77**

Travel (Show each city visited)			Transportation			Subsistence			Other	
Date	From	To	Mode	Auto Miles	Amount	Type	In-State	Out-of-State	Explanation	Amount
3/1/19			P		\$0.00	B				
			A	XX		L				
			O	XX		D				\$4.86
			R	XX		H				
						TOT	\$0.00	\$0.00		
3/2/19			P		\$0.00	B				
			A	XX		L				
			O	XX	\$10.34	D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
			P		\$0.00	B				
			A	XX		L				
3/2/19			O	XX	\$27.57	D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
			P		\$0.00	B				
			A	XX		L				
			O	XX		D				
			R	XX		H				
						TOT	\$0.00	\$0.00		
Total Transportation					\$37.91	Total Subs	\$0.00	\$0.00	Total Other	\$4.86

Page 1

A/P Approval _____

Accounting Approval _____

02-37.91

03-4.86