PURCHASE ORDERS

SUPERONE PURCHASES

WALMART PURCHASES

OTHER VENDOR PURCHASES

VENDOR LIST FOR STAFF

SITE BUDGETS

HEAD START VAN INSTRUCTIONS

HOLIDAY GAS INSTRUCTIONS

MILEAGE SHEETS

PURCHASE ORDERS
SUPERONE FOODS

1. Bring a purchase order and your Superone card with you. Fill in the vendor name and address at the top and the total amount at the bottom of the PO.
2. At the checkout give the pink copy of the PO to the teller with your Superone card and sign for your purchase. Please make sure your signature is readable by others. Bring the white and yellow copies back to your site.
3. Separate your nutrition, general, site budget and medical/dental, Covid program supplies or Covid health & safety item totals. Separate the items and amounts that are not nutrition and mark them on the receipt, so Tracy knows which items site budget are, general, Covid,etc.
4. Scan your receipt and purchase order and email it to your Program Manager so she can double check your items and enter any site budget items into your site budget.

WALMART

1. Bring your Walmart card and tax-exempt card with you along with a purchase order. Fill out the vendor information on the PO.
2. At the checkout give the teller your tax-exempt card before your items get scanned. Walmart does not want a copy of the PO.
3. When you get back to your site, separate your nutrition, general, site budget and medical/dental, Covid program supplies or Covid health & safety item totals.
4. Scan your PO and receipt email it to your Program Manager so she can double check your items and enter any site budget items into your site budget.

ALL OTHER VENDOR PURCHASES

5. Bring a PO with you. Fill out the top vendor information. Give the vendor the pink copy. We are not tax-exempt at restaurants. Bring the white PO and receipt back to your site. Scan your PO and receipt email it to your Program Manager so she can double check your items.

1.

Once you have scanned and emailed your PO and receipt to your Program Manager, you can dispose of the paper copies.

Questions call or email Tracy Sandnas
748-7314/780-0867 or tracy.sandnas@aeoa.org

Low Prices. Better Choices.

1 SuperOne FOODS

Right in your neighborhood

N Virginia Super One Foods
601 4th ST N
Virginia,MN
(218) 741-3229

#459-005 4/23/2021 07:09:09 459 - MAXI
Inv#:00269432 Trs#:270264
AEOA Headstart 42945900002

GROCERY MSTR	
1 @ 2/ $5.00	
QUAKER CHEWY LS CCHP	$2.50 T1F
In Store Savings: $0.69	
1 @ 2/ $5.00	
QUAKER CHEWY LS CCHP	$2.50 T1F
In Store Savings: $0.69	
NABISCO RANCH THIN	$2.99 F
In Store Savings: $0.70	
DOLE PNAPPLE SL/JC	$1.89 F
PAMPA MANGO SLICES	$1.29 F
PAMPA MANGO SLICES	$1.29 F
ESSENTIAL GRN BEANS	$0.77 F
In Store Savings: $0.12	
PAMPA MANGO SLICES	$1.29 F
ESSENTIAL GRN BEANS	$0.77 F
In Store Savings: $0.12	
ESSENTIAL GRN BEANS	$0.77 F
In Store Savings: $0.12	
DAIRY MSTR	
OAK GROVE 1% MILK	$2.99 FW
LOL LF VAN YOGURT	$2.49 F
In Store Savings: $0.40	
LOL LF VAN YOGURT	$2.49 F
In Store Savings: $0.40	
YOPLAIT LAC FREE VAN	$0.89 F
YOPLAIT LAC FREE VAN	$0.89 F
KEMPS LACTOSE FRE 1%	$3.99 FW
In Store Savings: $0.50	
FROZEN FOODS MSTR	
WYMAN FRSH STRWBRIES	$8.99 FW
FR ORIG FR TST STX	$2.99 F
FR ORIG FR TST STX	$2.99 F
Items Subtotal	$44.77
Subtotal	$44.77
Tax exempt 1	$0.42
TOTAL	$44.77
Charge	$44.77
Balance	$0.00
Previous customer balance	$307.73
New charges	$44.77
New customer balance	$352.50
Item count	19
SAVING GRAND TOTAL	$3.74

Thank you

0970104590052/0264

Arrowhead Economic Opportunity Agency
702 South 3rd Avenue
Virginia, Minnesota 55792-2797

Action Code ________
Batch Amt. ________
P.O. Count ________
Agency Use Only

4-23-21
Date

Field Purchase Order

CD

№ 131707

Vendor # 459

Vendor Super One

Address 601 4th St N

Virginia, MN 55792

Purchase is for AEOA HS Vaa

Dear Vendor:

To insure payment, all invoicing and/or correspondence regarding this order must be identified by our Purchase Order number listed above. All invoicing is to exclude sales and/or excise taxes as per the exemption numbers listed below.

Excise Tax Exempt No. 41-74-0134K Sales Tax Exempt No. 22431

Quantity	AG - FY - Fund - Dept - Prog - Sub Prog - OBJ Description	Unit Price	Total Price
	0 6	Total	
	CACFP		
	0 6	Total	
	0 6	Total	
		Grand Total	44.77

I declare under the penalties of perjury that the above items are for AEOA use and I am authorized to incur this expense.

White Copy — Vendor Copy
Yellow Copy — Return With Invoice
Pink Copy — Return to AEOA Office Signed Sample

Arrowhead Economic Opportunity Agency
702 South 3rd Avenue
Virginia, Minnesota 55792-2797

Action Code ________
Batch Amt. ________
P.O. Count ________
Agency Use Only

4-26-21
Date

Field Purchase Order

№ 129064

Vendor # ________

Vendor: SuperOne

Address: 1101 E 37th st
Hibbing

Purchase is for: Hibbing 4

Dear Vendor:

To insure payment, all invoicing and/or correspondence regarding this order must be identified by our Purchase Order number listed above. All invoicing is to exclude sales and/or excise taxes as per the exemption numbers listed below.

Excise Tax Exempt No. 41-74-0134K Sales Tax Exempt No. 22431

Quantity	AG . FY . Fund . Dept . Prog . Sub Prog . OBJ / Description	Unit Price	Total Price
	CACFP Budget		
			$40.70
	06 Site Budget	Total	$50.15
	06	Total	
	06	Total	
		Grand Total	90.85

I declare under the penalties of perjury that the above items are for AEOA use and I am authorized to incur this expense.

White Copy — Vendor Copy
Yellow Copy — Return With Invoice
Pink Copy — Return to AEOA Office Signed Sample

Super One FOODS
Low Prices. Better Choices.
Right in your neighborhood

Hibbing Super One Foods
1101 E 37th St.
Hibbing,MN
(218) 262-5275

#525-005 4/26/2021 13:44:34 525 - JAMI
Inv#:00187594 Trs#:187900
AEOA Headstart 42952500109

GROCERY MSTR		
OO CHEESE POPCORN	$4.44	F
In Store Savings: $0.85		
NAB FS OREOS	$3.99	F
In Store Savings: $1.00		
NAB FS OREOS	$3.99	F
In Store Savings: $1.00		
BLKFRST ORG GMY WORM	$1.00	T1F
In Store Savings: $0.69		
BLKFRST ORG GMY WORM	$1.00	T1F
In Store Savings: $0.69		
SMITHFIELD SSG $2.99		F
JELLO INST CHO PUD	$1.66	F
JELLO INST CHO PUD	$1.66	F
SMUCKER MAGIC SHEL	$2.29	F
SMUCKER CARAMEL	$2.49	F
In Store Savings: $0.30		
OO KETTLE CORN	$2.69	F
In Store Savings: $0.80		
BOF CARAMEL CORN	$4.99	T1F
PRODUCE MSTR		
Tare: 0.04 lb		
1.19 lb @ $3.77/lb		
WRAPPED CANDY	$4.49	T1F
In Store Savings: $0.26		
BLACKBERRIES	$3.99	FW
BLACKBERRIES	$3.99	FW
BLACKBERRIES	$3.99	FW
BLACKBERRIES	$3.99	FW
RASPBERRIES	$3.99	FW
RASPBERRIES	$3.99	FW
RASPBERRIES	$3.99	FW
RASPBERRIES	$3.99	FW
DAIRY MSTR		
ESS WHIP TOPPNG AERO	$2.99	F
In Store Savings: $0.50		
EE HVY WHIPPING CRM	$4.44	F
In Store Savings: $1.05		
EE HVY WHIPPING CRM	$4.44	F
In Store Savings: $1.05		
KEMPS SLCT 1% MLK	$4.39	FW
KEMPS SLCT 1% MLK	$4.39	FW
FROZEN FOODS MSTR		
COOL WHIP ORGINAL	$3.59	F

Items Subtotal	$90.85
Subtotal	$90.85
Tax exempt 1	$0.85
TOTAL	$90.85
Charge	$90.85
Balance	$0.00
Previous customer balance	$251.93
New charges	$90.85
New customer balance	$342.78
Item count	27
SAVING GRAND TOTAL	$8.19

Thank you

097010525005187900

Arrowhead Economic Opportunity Agency
702 South 3rd Avenue
Virginia, Minnesota 55792-2797

Action Code ______
Batch Amt. ______
P.O. Count ______
Agency Use Only

4-26-21
Date

Field Purchase Order

№ 129064

Vendor # ______
Vendor: SuperOne
Address: 1101 E 37th st
Hibbing
Purchase is for: Hibbing 4

Dear Vendor:
To insure payment, all invoicing and/or correspondence regarding this order must be identified by our Purchase Order number listed above. All invoicing is to exclude sales and/or excise taxes as per the exemption numbers listed below.

Excise Tax Exempt No. 41-74-0134K   Sales Tax Exempt No. 22431

Quantity	AG . FY . Fund . Dept . Prog . Sub Prog . OBJ / Description	Unit Price	Total Price
	CACFP Budget		$40.70
	0 6 . Site Budget	Total	$50.15
	0 6 .	Total	
	0 6 .	Total	
		Grand Total	90.85

I declare under the penalties of perjury that the above items are for AEOA use and I am authorized to incur this expense.

White Copy — Vendor Copy
Yellow Copy — Return With Invoice
Pink Copy — Return to AEOA Office   Signed Sample

In Store Savings: $1.00	
NAB FS OREOS	$3.99 F
In Store Savings: $1.00	
BLKFRST ORG GMY WORM	$1.00 T1F
In Store Savings: $0.69	
BLKFRST ORG GMY WORM	$1.00 T1F
In Store Savings: $0.69	
SMITHFIELD SSG $2.99	F
JELLO INST CHO PUD	$1.66 F
JELLO INST CHO PUD	$1.66 F
SMUCKER MAGIC SHEL	$2.29 F
SMUCKER CARAMEL	$2.49 F
In Store Savings: $0.30	
OD KETTLE CORN	$2.69 F
In Store Savings: $0.80	
BOF CARAMEL CORN	$4.99 T1F
PRODUCE MSTR	
Tare: 0.04 lb	
1.19 lb @ $3.77/lb	
WRAPPED CANDY	$4.49 T1F
In Store Savings: $0.26	
BLACKBERRIES	$3.99 FW
BLACKBERRIES	$3.99 FW
BLACKBERRIES	$3.99 FW
BLACKBERRIES	$3.99 FW
RASPBERRIES	$3.99 FW
RASPBERRIES	$3.99 FW
RASPBERRIES	$3.99 FW
RASPBERRIES	$3.99 FW
DAIRY MSTR	
ESS WHIP TOPPNG AERO	$2.99 F
In Store Savings: $0.50	
EE HVY WHIPPING CRM	$4.44 F
In Store Savings: $1.05	
EE HVY WHIPPING CRM	$4.44 F
In Store Savings: $1.05	
KEMPS SLCT 1% MLK	$4.39 FW
KEMPS SLCT 1% MLK	$4.39 FW
FROZEN FOODS MSTR	
COOL WHIP ORGINAL	$3.59 F
Items Subtotal	$90.85
Subtotal	$90.85
Tax exempt 1	$0.85
TOTAL	$90.85
Charge	$90.85
Balance	$0.00
Previous customer balance	$251.93
New charges	$90.85
New customer balance	$342.78
Item count	27
SAVING GRAND TOTAL	$8.19

Thank you

097010525005187900

Arrowhead Economic Opportunity Agency
702 South 3rd Avenue
Virginia, Minnesota 55792-2797

Action Code	
Batch Amt.	
P.O. Count	

Agency Use Only

Date: 4/30/21

Field Purchase Order

№ 131075

CD

Vendor #: ________

Vendor: Walmart

Address: 8580 Rock Ridge Drive
Mt. Iron MN 55768

Purchase is for: MIB Head Start

Dear Vendor:

To insure payment, all invoicing and/or correspondence regarding this order must be identified by our Purchase Order number listed above. All invoicing is to exclude sales and/or excise taxes as per the exemption numbers listed below.

Excise Tax Exempt No. 41-74-0134K   Sales Tax Exempt No. 22431

Quantity	AG . FY . Fund . Dept . Prog . Sub Prog . OBJ Description	Unit Price	Total Price
	Site		1.68
	0 6 .	Total	
	Nutrition		20.72
	0 6 .	Total	
	0 6 .	Total	
		Grand Total	22.40

I declare under the penalties of perjury that the above items are for AEOA use and I am authorized to incur this expense.

White Copy — Vendor Copy
Yellow Copy — Return With Invoice
Pink Copy — Return to AEOA Office

Signed: Sample

Give us feedback @ survey.walmart.com
Thank you! ID #:7QBSJD1PHWBF

Walmart

218-305-3314 Mgr:DAVID
8580 ROCK RIDGE DRIVE
MOUNTAIN IRON MN 55768
ST# 04849 OP# 000048 TE# 01 TR# 05266

1 MILK	007874235188 F	2.07	O
1 MILK	007874235188 F	2.07	O
PANCAKES	003800015684 F	4.58	O
CELRY STICKS	007315015223 F	2.74	O
CELRY STICKS	007315015223 F	2.74	O
RITZ	004400003116 F	2.54	O
SM RAISN CAN	004114302874 F	3.98	O
REINFORCEMENT	007278206754	1.68	O
	SUBTOTAL	22.40	
	TOTAL	22.40	
	WALMART CREDIT TEND	22.40	

Nutrition
Site

WALMART CREDIT **** **** **** 7493 I 1
APPROVAL # 904556
REF # 1042000314
TRANS ID - 191120456904556
VALIDATION -
PAYMENT SERVICE -
AID A0000000817001001
TC 5J7ABCF2ED9081E0
TERMINAL # H03822595
*NO SIGNATURE REQUIRED
04/30/21 07:41:31
CHANGE DUE 0.00

ITEMS SOLD 8

TC# 4396 9494 5631 5384 5490

Low Prices You Can Trust. Every Day.
04/30/21 07:41:44
CUSTOMER COPY

VENDOR LIST FOR STAFF

1. If there is a vendor that isn't on here call Tracy Sandnas at the office and I can look and see if they are in the accounting system.
2. New vendors need to fill out a form to get into the system. Tracy can email the form out as staff need it.
3. If you need an item from Amazon or another website, contact your program manager and email her the link. Once your program manager approves it, she will order the item(s) and have it drop shipped to your site.

SITE BUDGETS

1. Most sites get a budget of $520.00. If you are a blended classroom or a very small class, you will get $400.00. The budget runs from 4/1/21-3/31/22. Site budgets are used for any items that don't fit into other categories. Examples would be arts and crafts that aren't in the supply book. Cream of tartar, salt, graduation, etc. The program manager will enter all site budget expenses into the spreadsheets. Contact your program manager for site budget balances as needed.

Name	Phone	Main Address	City	State	Zip Code
321 ART STUDIO	218-343-3427	321 NW 2ND STREET	CHISHOLM	MN	55719
BARNES & NOBLE	218-786-0710	MILLER HILL MALL	DULUTH	MN	55811
BEN FRANKLIN ELY	218-365-6724	128 E CHAPMAN ST	ELY	MN	55731
BOIS FORTE HERITAGE CTR	218-753-6017	1500 BOIS FORTE RD	TOWER	MN	55790-
CHILDRENS MUSEUM	218-733-7543	115 SO 29TH AVE W	DULUTH	MN	55806
COUNTRY KITCHEN	218-263-8646	2520 E BELTLINE	HIBBING	MN	55746
DAIRY QUEEN	218-365-5101	1441 SHERIDAN	ELY	MN	55731-
DAVES PIZZA	218-741-3283	201 3RD ST SO	VIRGINIA	MN	55792-
DO NORTH PIZZERIA	218-834-3555	15 WATERFRONT DRIVE	TWO HARBORS	MN	55616-
DOMINOS PIZZA	218-262-6695	2508 E BELTLINE	HIBBING	MN	55746-
DOMINOS PIZZA	218-729-7979	4960 MILLER TRUNK HWY	DULUTH	MN	55811-
DOMINOS PIZZA	218-741-3030	5465 MT IRON DR	VIRGINIA	MN	55792-
EDGEWATER RESORT	218-723-8433	2400 LONDON RD	DULUTH	MN	55812
FORTUNE BAY RESORT	218-753-6400	1430 BOIS FORTE RD	TOWER	MN	55790-
GATORS GRILLED CHEESE	218-365-7348	955 E SHERIDAN ST	ELY	MN	55731
GIANTS RIDGE USA	800-688-7669	P O BOX 390	BIWABIK	MN	55708-
GRANDE ACE HARDWARE	(218) 741-5240	212 CHESTNUT ST	VIRGINIA	MN	55792-2511
HARDEES	218-262-4425	2527 E 12TH AVE	HIBBING	MN	55746-
HIBBING BOWLING CENTER	218-262-1281	P O BOX 723	HIBBING	MN	55746-
INTERNATIONAL WOLF CENTER	218-365-4695	1396 HWY 169	ELY	MN	55731-
MN DISCOVERY CENTER	218-254-7959	1005 DISCOVERY CENTER	CHISHOLM	MN	55719-
JUES	218-741-7695	312 CHESTNUT	VIRGINIA	MN	55792-
KENTUCKY FRIED CHICKEN	(218) 741-2211	HWY 53	VIRGINIA	MN	55792-3357
KUNNARIS FARM & MARKET	218-248-8114	1305 8TH ST S	VIRGINIA	MN	55792
L & M SUPPLY	218-749-2340	8497 ENTERPRISE DRIVE	VIRGINIA	MN	55792-2322
L&M SUPPLY	218-262-6678	1101 E 37TH ST STE 2	HIBBING	MN	55746
LAKE SUPERIOR ZOO	218-730-4500	7210 FREMONT STREET	DULUTH	MN	55807-
LAKESHORE LEARNING MATRLS	(310) 537-8600	2695 E DOMINGUEZ ST	CARSON	CA	90810
MEGAN'S FAMILY RESTAURANT	218-229-3418	114 MAIN ST S	AURORA	MN	55705
MESABI FAMILY YMCA	218-749-8020	8367 S 8TH ST	MT IRON	MN	55768
MR EDS FARM LLC	218-262-4686	10796 FOSS RD	HIBBING	MN	55746
NORTHERN TWISTARS GYMNASTICS	218-741-9600	102 2ND ST SOUTH	VIRGINIA	MN	55792
ORIENTAL ORCHID	218-365-7502	506 E SHERIDAN ST	ELY	MN	55731
PARTY EXPRESS	218-966-8729	1825 EAST 28TH ST	HIBBING	MN	55746
PAULUCCI SPACE THEATER	218-262-6720	1502 E 23RD ST	HIBBING	MN	55746-0186
PIZZA HUT VA-MUY PIZZA MN	218-749-4111	1504 13TH ST S	VIRGINIA	MN	55792

Name	Phone	Main Address	City	State	Zip Code
PIZZA RANCH	218-440-1371	2502 E BELTLINE	HIBBING	MN	55746
PLAZA BOWL	218-749-2421	NORTHGATE PLAZA	VIRGINIA	MN	55792-
POOR GARYS PIZZA	218-865-7036	215 MAIN ST	BIWABIK	MN	55708-
POOR GARYS PIZZA	218-744-5508	420 FAYAL RD	EVELETH	MN	55734-
RANGE OFFICE SUPPLY	(218) 741-0432	P O BOX 1126	VIRGINIA	MN	55792-2523
RUDI'S PIZZA	218-263-6545	710 E HOWARD	HIBBING	MN	55746-
SAMMYS PIZZA	218-724-1277	4011 WOODLAND AVE	DULUTH	MN	55803-
SAMMYS PIZZA	218-263-7574	106 E HOWARD	HIBBING	MN	55746-
SKYLINE BOWLING LANES	218-727-8555	4894 MILLER TRUNK HWY	HERMANTOWN	MN	55811-
SNICKERS	218-744-5909	212 GRANT AVE	EVELETH	MN	55734-
SNICKERS PIZZA	218-254-2317	222 W LAKE ST	CHISHOLM	MN	55719
SUBWAY ELY	218-365-2699	1520 E SHERIDAN ST	ELY	MN	55731
SULLIVAN CANDY CO	218-263-7922	1206 E 25TH ST	HIBBING	MN	55746-
SUPER ONE	218-722-6019	5401 BURNING TREE RD	DULUTH	MN	55811-1874
SUPER ONE	218-262-5275	1101 E 37TH STREET	HIBBING	MN	55746-
SUPER ONE	218-834-5651	802 11TH ST	TWO HARBORS	MN	55616-
SUPER ONE	218-741-7202	1111 17TH ST SOUTH	VIRGINIA	MN	55792-3394
SUPER ONE FOODS #571	218-729-7364	5698 MILLER TRUNK HWY	DULUTH	MN	55811
SUPER ONE NORTH	218-741-3229	601 4TH ST N	VIRGINIA	MN	55792-
TANKS RESTAURANT	218-827-8708	14 ALDER RD	BABBITT	MN	55706-
THE STAND	218-254-5651	700 6TH ST SW	CHISHOLM	MN	55719-
SUPER ONE FOODS BIWABIK	218-865-6702	317 MAIN ST	BIWABIK	MN	55708
VIRGINIA BOWLING GARDENS	218-741-8222	207 3RD AVE SO	VIRGINIA	MN	55792-
WALMART	218-727-1310	4740 MALL DRIVE	HERMANTOWN	MN	55811
WALMART	218-262-2351	12080 HWY 169	HIBBING	MN	55746-
WALMART	218-305-3314	8580 ROCKRIDGE DR	MT IRON	MN	55768
ZUPS	218-827-3561	1 COMMERCE ST	BABBITT	MN	55706-
ZUPS	218-365-3188	303 E SHERIDAN	ELY	MN	55731-

HEAD START VAN INSTRUCTIONS

1. Sign out van on the HS Van Reservation Calendar. Lori Trenholm email this link to all staff.
2. Follow the cheat sheet included in your folder.
3. Always take the van book with you on trips. It includes any information you might need while driving such as insurance, transit gas key, Holiday gas card, etc.
4. Fill out the Daily Vehicle Log.
5. A great tip is to take a picture of your odometer when you return from your trip to enter in the log.
6. Always make sure there is enough gas when you are finished with your trip. Best practice is to fill it up every time, unless it is an in-town trip and the gas gage hasn't moved.
7. To fill up at Transit in Gilbert, insert FOB into the gas pump and follow the on-screen instructions. You will need your employee ID #, Van # and the odometer reading.
8. To fill up at Holiday Gas the instructions are on a fuchsia colored card in the van book.

HOLIDAY GAS INSTRUCTIONS

1. Insert Holiday card and remove.
2. Choose print receipt.
3. Enter Van # hit enter.
4. Enter Employee # hit enter.
5. Enter Odometer hit enter.
6. Fill tank.
9. Print receipt and put in van book receipt pocket.

At the end of each month, please send in the daily vehicle log and the pouch with the Holiday receipts into the office.

MILEAGE SHEETS

1. Mileage sheets are to be emailed to your program manager at the end of each week for approval. Your Program Manager will email it to me to process the payment upon approval.

AEOA's Personnel Policy states on pages 33-34 under Transportation:
The traveler will be reimbursed at the current Internal Revenue Service reimbursement rate for private vehicle, when driving, if an agency vehicle is not available. If an agency vehicle is available and the traveler chooses to drive a private vehicle the traveler will be reimbursed at 50% of the current rate. If a traveler is driving local miles which will not exceed twenty (20) miles for a daily aggregate, the reduced rate will not apply. (Head Start has it's own vans).

We fully expect that you will use the full mileage reimbursement form for most, if not for all of your trips. For those circumstances where an employee might only receive a 50% mileage reimbursement, this form provides us better documentation for auditing purposes

Please talk to your Program Manager if you have any questions or feel free to contact Tracy Sandnas or Skip. We encourage the use of Head Start vans for travel if they are available to you

AEOA

IN-AREA TRAVEL EXPENSE STATEMENT

NAME:	Sample	PAGE 1 OF	1
EMPLOYEE #:	0	↓PROGRAM MANAGER NAME ↓	
WEEK ENDING:	8/20/2021	Sample Supervisor	

DATE	PURPOSE	LOCATION FROM	LOCATION TO	TOTAL MILES	EXPENDITURES: MILEAGE $.56/Mile	MEALS	PARKING	MISC.	TOTAL	PAYROLL CODE
8/16/2021	HV Enrollment 2701 2nd Ave W/ 2608 3rd Ave E	153296	153298	2	1.12				$1.12	
8/16/2021	HV Application 2220 1st Ave Hibbing	153305	153310	5	2.80				$2.80	
8/16/2021	HV Application 5225 1st Ave Hibbing	153310	153319	9	5.04				$5.04	
8/16/2021	HV Enrollment 308 E 25th St Hibbing	153320	153325	5	2.80				$2.80	
8/18/2021	Office to Walmart and back	153334	153335	1	0.56				$0.56	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
			TOTALS	22	12.32	$0.00	$0.00	$0.00	$12.32	
								ALL PAGES GRAND TOTAL	$41.44	

I DECLARE THIS CLAIM AS JUST, CORRECT AND IN COMPLIANCE WITH AGENCY TRAVEL POLICY. NECESSARY RECEIPTS FOR REIMBURSEMENT ARE ATTACHED.
I FURTHER CERTIFY THAT I HAVE A VALID DRIVERS LICENSE AND ALSO HAVE AN AUTO INSURANCE POLICY ON THE VEHICLE THAT I DRIVE FOR A.E.O.A. BUSINESS

EMPLOYEE SIGNATURE: Sample	DATE:	8/20/2021
SUPERVISOR SIGNATURE: Sample Supervisor	DATE:	8/23/2021

AGREEMENT: I agree that my electronic signature is the legally binding equivalent to my handwritten signature. I agree that my electronic signature has the same validity and meaning as my handwritten signature. I will not, at any time in the future, claim that my electronic signature is not legally binding.

AEOA

50 % Reimbursement

NAME:		PAGE 1 OF	
EMPLOYEE #:		↓PROGRAM MANAGER NAME ↓	
WEEK ENDING:			

IN-AREA TRAVEL EXPENSE STATEMENT

DATE	PURPOSE	LOCATION FROM	LOCATION TO	TOTAL MILES	EXPENDITURES: MILEAGE $.28/Mile	MEALS	PARKING	MISC.	TOTAL	PAYROLL CODE
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
				0	0.00				$0.00	
			TOTALS	0	0.00	$0.00	$0.00	$0.00	$0.00	
								ALL PAGES GRAND TOTAL	$0.00	

I DECLARE THIS CLAIM AS JUST, CORRECT AND IN COMPLIANCE WITH AGENCY TRAVEL POLICY. NECESSARY RECEIPTS FOR REIMBURSEMENT ARE ATTACHED. I FURTHER CERTIFY THAT I HAVE A VALID DRIVERS LICENSE AND ALSO HAVE AN AUTO INSURANCE POLICY ON THE VEHICLE THAT I DRIVE FOR A.E.O.A. BUSINESS

EMPLOYEE SIGNATURE: DATE:

SUPERVISOR SIGNATURE: DATE:

AGREEMENT: I agree that my electronic signature is the legally binding equivalent to my handwritten signature. I agree that my electronic signature has the same validity and meaning as my handwritten signature. I will not, at any time in the future, claim that my electronic signature is not legally binding.