MARPLE NEWTOWN SCHOOL DISTRICT 38 MEDIA LINE ROAD NEWTOWN SQUARE, PA 19073

EXPENSE REPORT

Employee					Date							
Position					Purpose							
Location			Department									
Department												
Tr	avel a	nd Lodging (attach receipts)									
Date		Description			S	Lodging		Taxi/Bus/Toll		Telephone	Mileage	
			Air/RR/Bus							\$.575		
			TOTALS									
Meals (attach receipts)												
Dates	cais (a											
Breakfast												
Lunch												
Dinner												
TOTALS												
Miscellaneous Expenses												
Date					scription		ionsl	hip & Nan	ne of	TO	TOTAL	
				Guest	Guests							
	C _m	Grand Total:										
Employee Signature						Gi	anu	10tai				
Limployee	Jigiiatu											
						Date:/						
Principal/Supervisor												
						Λds	vanc	20.				
Central Administrator's Signature						Au	v allC	ce:				
		<i>5</i>										
Business Manager						Difference:						
Business M	ıanager	•										
						Revised 9-9-2020						
Budget Coo												