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

EXPENSE REPORT

Employee		Date	
Position		Purpose	
Location		Department	

Travel and Lodging (attach itemized receipts)

Date	Description	Trans Air/RR/Bus	Lodging	Taxi/Bus/Toll	Telephone	Mileage $.67
	TOTALS					

Meals (attach itemized receipts)

Dates							
Breakfast							
Lunch							
Dinner							
TOTALS							

Miscellaneous Expenses

Date	Place	Description	Relationship & Name of Guests	TOTAL

_____ Grand Total:_____
Employee Signature

_____ Date: _____/_____/_____
Principal/Supervisor

_____ Advance:_____
Central Administrator's Signature

_____ Difference:_____
Business Manager

__ __-__ __ __ __- __ __ __- __ __ __- __ __- __- __ __- __ __
Budget Code

Revised 1-03-2024