

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 \$.76
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 10-22-26