



Expense Report

Name _____ Soc. Sec. (Last 4 digits) _____ Date Filed _____

Note: Receipts must be attached for each expense claimed.

DATE	TRAVEL POINT	PURPOSE OF TRIP	MILEAGE OR FARE	BREAKFAST	LUNCH	DINNER	LODGING	OTHER EXPENSES (EXPLAIN)
		TOTALS						

Use of vehicle on school business
_____ net miles @ \$0.32 _____

Meals, Lodging, Other _____

Total Expenses This Report _____

I certify that the expenses shown were incurred on Board of Education business, and I have attached required itemized receipts.

Signature of Employee

Signature of Principal

Approved by Superintendent