

# HARVEY PUBLIC SCHOOLS-DISTRICT NO.152

## EXPENSE REPORT

Submitted By: \_\_\_\_\_

Activity: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**SUBMIT ONLY SCHOOL RELATED EXPENSES - ATTACH ORIGINAL RECEIPTS FOR ALL EXPENDITURES**

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Date							
Destination:	From						
	To						
Mileage							
Lodging per Day							
Meals per Day							
Breakfast							
Lunch							
Dinner							
Transportation							
Air							
Bus							
Rail							
Taxi							
Auto Rental							
Personal Auto Expenses							
Parking							
Tolls							
Per Mile @.58 cents							
Other Expenses							
Registration							
Telephone							
Books/Supplies							
Tips							
Miscellaneous							
<b>Total Per Day</b>							

Fund and Account Number: \_\_\_\_\_

Total Expenses \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_

Less(-) Advance \_\_\_\_\_

Signature of Director/Principal \_\_\_\_\_

Reimbursement Due \_\_\_\_\_

Signature of Business Manager: \_\_\_\_\_

or

Advance Return \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

**APPROVED REPORT SUMT TO ACCOUNTS PAYABLE**

Revised...January 2019