



EXPENSE REPORT

Name
Position/Building

Expenses (receipts must be attached)					
Date	Location / Organization <small>(i.e. New Market / Hopewell; Columbus / OSBA)</small>	Purpose / Description <small>(i.e. Conference –Technology in the Classroom, Meeting with Educators on OIP)</small>	Total Roundtrip Miles <small>(Total at Bottom)</small>	Specify Other Expense <small>(i.e. meals, parking, hotel, etc.)</small>	Amount of Other Expense
					\$
					\$
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					\$
					\$
					\$
Total Business Miles				@ _____ cents per mile	\$
Total Amount Due Employee					\$

I hereby certify the above to be a true and accurate account of expenses incurred as indicated:

Employee Signature	Date
Approved by:	Date