



# Nantucket Public Schools

# Expense Report

Name: _____	Department _____
Employee ID _____	Manager _____
Position _____	

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Insert date here →								
Auto Mileage - .54.5¢								\$0.00
Auto Expense (Gas)								\$0.00
Airfare/Boat								\$0.00
Car Rental								\$0.00
Taxi/Bus/Tolls/Parking								\$0.00
Meals								\$0.00
Lodging								\$0.00
Miscellaneous <small>(indicate below)</small>								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

All expenses on this report were actually incurred by me while performing company business only and includes no items of personal nature.

Attach all receipts

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_