



# Nantucket Public Schools

# Expense Report

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

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Insert date here →								
Auto Mileage - 58.5¢								
Auto Expense (Gas)								
Airfare/Boat								
Car Rental								
Taxi/Bus/Tolls/Parking								
Meals								
Lodging								
Miscellaneous (indicate below)								
<b>Total Expenses</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:** \_\_\_\_\_