



# 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)								
Total Expenses								

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

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Central Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_