



Nantucket Public Schools

Expense Report

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

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Insert date here →								
Auto Mileage - 67¢								\$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 (indicate below)								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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 Approval: _____ **Date:** _____