



# Nantucket Public Schools

# Expense Report

Name:	Department:
Employee ID:	Manager:
Position:	

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Insert date here →								
Auto Mileage - 70¢								\$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
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

<b>Employee Signature:</b>	<b>Date:</b>
<b>Central Office Approval:</b>	<b>Date:</b>