Nantucket Public Schools Expense Report

Name:	Department:
Employee ID:	Manager:
Position:	

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total
Insert date here →								
Auto Mileage - 65.5¢								$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 (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:***