

# HARVEY PUBLIC SCHOOLS-DISTRICT NO.152

## EXPENSE REPORT

Submitted By: \_\_\_\_\_

Activity: \_\_\_\_\_

### SUBMIT ONLY SCHOOL RELATED EXPENSES - ATTACH ORIGINAL RECEIPTS FOR ALL EXPENDITURES

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Date							
Destination: From							
To							
Mileage							
Lodging per Day							
Meals per Day							
Breakfast							
Lunch							
Dinner							
Transportation							
Air							
Bus							
Rail							
Taxi							
Auto Rental							
Personal Auto Expenses							
Parking							
Tolls							
Per Mile @ .67 cents							
Other Expenses							
Registration							
Telephone							
Books/Supplies							
Tips							
Miscellaneous							
Total Per Day		0.00	0.00	0.00	0.00	0.00	0.00

Fund and Account Number: \_\_\_\_\_

Total Expenses \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_

Less(-) Advance \_\_\_\_\_

Signature of Director/Principal \_\_\_\_\_

Reimbursement Due \_\_\_\_\_

Signature of Business Manager: \_\_\_\_\_

or

Advance Return \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

### APPROVED REPORT SUMT TO ACCOUNTS PAYABLE

Revised...January 2024

Angelou-Bryant-Holmes-Riley-Whittier-Brooks-Central Office