

CASH EXPENSE REPORT SUMMARY MT. VERNON I.S.D.

Name _____
First Initial Last

SSN: _____

Campus: _____ From: _____ To: _____

Address _____

Line #	Travel Date	PERSONAL CAR		TRANSPORTATION			LODGING	MEALS (Including Tips)			OTHER	Business Purpose/Explanation of These Reported Expenses (Individuals Involved, If Not Noted on the Receipts)
		Miles	Mileage @ .51	Air	Total Car Rental	Rental/Car Pool Gas	Taxi/Tolls/Parking	Total Hotel	Breakfast \$8	Lunch \$12	Dinner \$16	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
SECTION TOTALS												

NOTE:

I certify that the above expenses were incurred. Receipts are attached.

Signature

Date

Principal's Approval

Superintendent's Approval

CASH EXPENSE SUMMARY	
TOTAL CASH EXPENSE	_____
LESS: CASH ADVANCE	_____
BALANCE DUE SCHOOL	_____
BALANCE DUE EMPLOYEE	_____