

MAD RIVER LOCAL SCHOOLS

(7/1/11)

EXPENSE REPORT

PURCHASE ORDER NUMBER \_\_\_\_\_ PURCHASE ORDER MUST BE ENCUMBERED BEFORE EXPENSE REPORT IS SUBMITTED.

MONTH/DAY/YEAR	TRAVEL POINTS FROM & TO	PURPOSE OF TRIP	MILES TRAVELED	MILES X .555	LODGING	MEALS	OTHER	DAY'S TOTAL

NAME OF EMPLOYEE \_\_\_\_\_

DATE FILED \_\_\_\_\_

\_\_\_\_\_  
APPROVED BY PRINCIPAL/SUPERVISOR

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
APPROVED BY SUPERINTENDENT