

ROSE TREE MEDIA SCHOOL DISTRICT

EXPENSE REPORT FOR THE MONTH OF _____, _____

DATE	TO	FROM	PURPOSE	MILES	FARES	HOTEL	MEALS	TOLLS	PARK	FEES	TOTAL
Total Fares, Hotel, Meals, Tolls, Parking, Fees											
Total miles at .56 per mile											
Grand Total											

I hereby affirm that the above is an accurate and true statement. _____
Signature
Supervisor

Instructions:

1. Receipted bills for all expenses must be obtained and attached hereto.
2. This report is designed to be used on a monthly basis. Please submit only one report per month.
3. Add mileage in the column indicated and compute at .56 per mile at the bottom of the report where indicated.
4. Completed report must be signed, attached to a Requisition, and submitted for approval through regular channels.