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

Name _____ **SSN:** _____ **Campus:** _____ **From:**_____**To:** _____
First Initial Last

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 @ .54.5	Air	Total Car Rental	Rental/ Car Pool Gas	Taxi/ Tolls/ Parking	Total Hotel	Breakfast $8	Lunch $12	Dinner $16	Misc. Expenses (Explain)		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
SECTION TOTALS			$0.00											

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

NOTE:

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

_____ _____ _____
Signature **Date** **Principal's Approval**

_____
Superintendent's Approval

form 9/2002 Effective 1/05/2009