

EXPENSE REPORT FOR PERSONNEL OF ELKHART ISD

Prepare and submit with travel documentation and all receipts to the Administration Office. All expense reimbursement must be submitted within **30 days** of the authorized travel.

Name:	Date:
Campus/Location:	Department:

Travel Date(s)	Time of Departure/Return	Travel Location

Expense Itemization for travel:	Amount
Gas Reimbursement:	
Personal Car Mileage: _____ Miles @ .50 per mile	
Meals:	
Parking:	
Supply Reimbursement:	
Incidental Expenses (Itemize):	
Total	

I certify that the expenses shown above are true and correct and were incurred by me in the performance of my official duties of Elkhart ISD.

**Submitted by
 Principal/Supervisor**

Approved by

Approved by Administration Office

(Revised 8/9/19)