

TUNKHANNOCK AREA SCHOOL DISTRICT
Expense Account Form

Expense Statement of _____

Date _____

| Date | Place Visited | Purpose of Trip | Meals | Lodging | Mileage | Other Expenses | Total Expenses |
|------|---------------|-----------------|-------|---------|---------|----------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

1. Please submit vouchers at the end of the month in which the expense has been incurred.
2. If more than one voucher page is needed, please number the pages and complete the summary on the last page only.
3. Unusual miscellaneous items should be described by a footnote on the bottom of the sheet.

Grand Total _____

Employee

Supervisor