

**Snake River School District #52**

**FINANCIAL MANAGEMENT**

**7430F1**

Expense Account

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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**DATE AND ITEMIZE EXPENSES FOR EACH DAY:**

Month: \_\_\_\_\_

DATES:										TOTALS
LODGING										
REGISTRATION										
BANQUET										
BREAKFAST										
LUNCH										
DINNER										
MISC. EXPENSE*										
* Explain										
TRAVEL @ 56¢ mile										
AIR FARE ROUND TRIP:										
DISTRICT CREDIT CARD										
OTHER										

TOTAL EXPENSE: \_\_\_\_\_ AMOUNT TO BE REIMBURSED: \_\_\_\_\_

RECEIPTS MUST BE INCLUDED AND ATTACHED FOR ALL EXPENDITURES.

SIGNATURE: \_\_\_\_\_

PRINCIPAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_