

EXPENSE ACCOUNT

Hastings Public Schools

1924 West A Street

Hastings, NE 68901

NAME _____

NATURE OF BUSINESS _____

DATE _____

GUIDELINES:

1. The most economical and convenient method of travel should be used.
Where combination travel with other participants is possible, it aids the budget.
2. Customary tips up to 15% may be included.
3. Include receipts with expense account.
4. File this account with the Board of Education Secretary within one week following business.

Date										Total s
Hotel										
Breakfast										
Lunch										
Dinner										
Taxes										
Tips										
Telephone										
Other (Itemize)										

TRANSPORTATION _____ FROM _____ TO _____

AUTO _____ MILES @ _____ PER MILE \$ _____

AIRPLANE FARE \$ _____

EXPENSE ACCOUNT TOTAL \$ _____

LESS ADVANCE \$ _____

NET DUE \$ _____

I do hereby certify that the above expenses were actually incurred by me in the performance of my duties as an employee or representative of the Hastings Public School system.

Signature

Approved By