



**MENLO SCHOOL
EMPLOYEE EXPENSE REPORT**

EMPLOYEE NAME :

DATE:

MILEAGE				
Date	Place/Purpose	# of Miles	Line Item-Dept-Project	Amount
/	/	x \$0.560	6330 - -	\$
/		x \$0.560	6330 - -	\$

Eff. 01/01/14

Total \$

MEALS & ENTERTAINMENT			
Date	Place/Person(s)/Company/Purpose	Line Item-Dept-Project	Amount
/		6325 - -	
/		6325 - -	
/		6325 - -	

Total \$

TRAVEL			
Date	Place/Vendor/Purpose	Line Item-Dept-Project	Amount
/		6650 - -	\$
/		6650 - -	\$
/		6650 - -	\$

Total \$

Other Expenses			
Date	Paid to/Description/Purpose	Line Item-Dept-Project	Amount
/		- -	\$
/		- -	\$
/		- -	\$
/		- -	\$
/		- -	\$
/		- -	\$
/		- -	\$

Total \$

Employee signature _____

Date _____

Sub total \$

APPROVED: Manager signature _____

Date _____

Less Advances \$ ()

Grand Total \$

Business Office Use Only			
Entered by _____		System Reference _____	
		Date entered _____	Reviewed _____

Important! All employees must have their expense report approved by their manager for content and budget coding. Original sales slips and receipts must be attached. The Internal Revenue Service considers unsubstantiated reimbursements to be taxable income.