

**CLEAR CREEK SCHOOL DISTRICT RE-1
EMPLOYEES EXPENSE REPORT**
(See reverse side for instructions)

ME: _____ FOR THE PERIOD FROM _____ to _____, 20____

TRANSPORTATION										
DATE	FROM	TO	RT MILEAGE	PURPOSE	AMOUNT	LODGING	MEALS	MISC.	TOTAL	
TOTALS										
				Travel Advances						Less Adv/Cr Card Purch.
				Credit Card Purchases						BALANCE DUE ME
										BALANCE DUE DISTRICT

ARGE TO: _____

proved: _____

Building Administrator _____ Date _____

District Administrator _____ Date _____

Employee's Signature _____

Date _____

I certify the above amounts are correct and that the above expense was incurred for the benefit of Clear Creek School District.