

**Northwest Public Schools
Employee School Visa Expense Recap**

**Please attach all receipts, do not include items to be reimbursed to you.
Please use NPS Expense Report Form for those items.**

Name _____ School: Cedar Hollow, Chapman, OneR,
St. Libory, NWHS

Address _____

Type or Reason for Trip or Conference _____

Location of Trip or Conference _____

Date of Trip _____, 20____ to _____, 20____

Lodging: Amount \$	_____	Date	_____
	\$	Date	_____
	\$	Date	_____
	\$	Date	_____
	\$	Date	_____

Gasoline, Parking, Airfare \$	_____	Date	_____
	\$	Date	_____
	\$	Date	_____
	\$	Date	_____
	\$	Date	_____

Meal(s): Amounts on School Visa:

Date	Amount	Vendor/ Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify the above expenses were incurred by me in accordance with board policy.

Signature required