

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, 1R,
St. Libory, Lockwood, 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