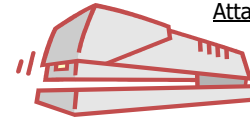


# Pleasant Hill CUSD #3

## Expense Report

Attach all receipts and documents



**PURPOSE:** \_\_\_\_\_

**EMPLOYEE INFORMATION:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date	Account	Description / Destination	Hotel	Mileage	Fuel	Meals	Phone	Entertainment	Misc. / Tuition*	Total
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
			\$	\$	\$	\$	\$	\$	\$	\$
									<b>Subtotal</b>	\$
									<b>Advances</b>	\$
									<b>Total</b>	\$

**PRINCIPAL APPROVAL:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**SUPERINTENDENT APPROVAL:** \_\_\_\_\_

**Subtotal** \$  
**Advances** \$  
**Total** \$

**\*TITLE OF CLASS:** \_\_\_\_\_

**EARNED CREDITS:** \_\_\_\_\_

**DEGREE PROGRAM:** \_\_\_\_\_

**GRADUATE LEVEL COURSE?** \_\_\_\_\_

After successful completion of this course, please submit your grade report and copy of your tuition statement to the Superintendent.

**FOR OFFICE USE ONLY:**

Rcvd. Date \_\_\_\_\_

Paid Date \_\_\_\_\_

Check No. \_\_\_\_\_

Missing Documentation \_\_\_\_\_