

# Expense Report

Purpose: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**Employee Information:**

Name \_\_\_\_\_ Mailing Address \_\_\_\_\_ Position \_\_\_\_\_

Department \_\_\_\_\_ School Bldg \_\_\_\_\_

								\$0.00
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								\$0.00
								\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL **\$0.00**

Submitted: \_\_\_\_\_

Approved: \_\_\_\_\_

**Notes:** Expenses related to Remote learning due to COVID-19 and staff inability to enter district buildings to retrieve materials and the need to mail learning material to students

