LACKAWANNA TRAIL SCHOOL DISTRICT

EXPENSE REPORT

NAME:_____DATE:_____

DATE	ITINERARY	2023 IRS MILEAGE REIMBURSEMENT RATE .655	LODGING	MEALS	OTHER EXPENSES	AMOUNT
TOTALS						
					Pre-Payment	
					Grand Total:	

Employee Signature:	
Approved By:	
Admin. Approval:	