Lucas Local School District – 84 Lucas North Road, Lucas, Ohio 44843

EXPENSE REPORT

** PLEASE STAPLE RECEIPTS TO THE BACK **

Employee _____ Building _____
Date _____ Purchase Order Number: _____

DATE	DESCRIPTION	MILES DRIVEN	LODGING	MEALS	OTHER	TOTAL
	TOTALS					

Employee Signature _____ Date _____

Approved for Payment by: _____ 09/28/2018