

**NOBLE LOCAL SCHOOL DISTRICT BOARD OF EDUCATION
Expense Report Form for Professional Meetings**

Name _____ Position _____ Building _____ Month _____

Date	Destination		Distance Traveled	Cost	*Meals	*Registration (payee)	*Lodging (payee)	*Other	Total
	From	To							
TOTAL									

* Itemized receipts are required

I certify the above report is a true account of the expenses incurred for the month.

Employee's Signature

Write a brief narrative about the meeting on the back of this form.

APPROVED: _____
Building Principal

Superintendent

Copies: Treasurer (original)
Principal
Superintendent