A Union of Education, Technical Support, Charter School and Education Support Professionals

Broward Teachers Union

Engaging & Empowering Educators

Expense Report

Name: _____ **Title:** _____

Date: _____

Date	Description	Parking/Tolls	Food/Meals	Supplies/Printing	Other	Coded	Totals
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
	TOTAL EXPENSES	$ -	$ -	$ -	$ -		$ -

Signature: _____ Approved By: _____

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Mileage Report

Name: _____ Title: _____

Date: _____

(Mileage Due = Total Miles * .545)

Date	From	To	Business Purpose	Total Miles	Mileage Due
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
TOTAL MILEAGE REIMBURSEMENT					$ -

Signature: _____ Approved By: _____