

EXPENSE VOUCHER
UNIFIED SCHOOL DISTRICT #273

NOTE: This form is to be used for reimbursement of all approved expenditures made personally by school employee.

DATE	EXPLANATION	AMOUNT

TOTAL EXP. _____
AMOUNT PAYABLE TO EMPLOYEE _____
CHARGE TO ACCOUNT _____

DATE
Approved by _____
Building Principal

Signature of Employee

Address
(if check is to be mailed)