Cristo Rey Brooklyn High School Expense Report

PURPOSE: _____

PAY PERIOD: From _____ To _____

EMPLOYEE INFORMATION:

Name: _____ Title: _____

Department: _____ Supervisor: _____

Date	Description	Hotel	Transport	Fuel	Meals	Entertainment	Misc.	Total
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
		$ -	$ -	$ -	$ -	$ -	$ -	
							Subtotal	$ -
							Advances	
							Total	$ -

Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____