

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL

EMPLOYEE EXPENSE REPORT

Persons submitting bills for payment or mileage by the Upper Cape Cod Regional Vocational Technical School District should fill out this form where applicable. Please submit this completed form to the Administrative Assistant with receipts attached.

NAME: _____

ADDRESS: _____

ACCOUNT TO BE CHARGED: _____

DATE	SERVICE	MILES	RATE	TOTAL

APPROVED BY

SIGNATURE