

# Albemarle County Public Schools

## General Expense Form

<b>Submitted By:</b>	<b>Department:</b>	<b>Date</b>
<b>Make Check Payable To:</b>		
<b>Address:</b>		

Date	Reason for Expense	Materials	Meals	Travel	Mileage	Lodging	Misc.	Total
TOTAL ALL PAGES								

Account Distribution		Balances	
Account	Amount	Cash Advance	\$
		Credit Card	\$
		Total Advance	\$
		Total Expense	\$
		Reimbursement	\$
		Due County	\$

**Approvals:**

\_\_\_\_\_

Principal/Designee

\_\_\_\_\_

Director/Designee

\_\_\_\_\_

Assistant Superintendent/Superintendent

\_\_\_\_\_

Fiscal Services Director