

Logo

Expense Report

This form may be used for reporting expenses and requesting reimbursement.

Employee Name (교사 영문 이름)					
Total Amount (총액)		\$			
	Description (내역)	class name (반이름/ 특별활동반)		unit cost (단가)	Total Cost (총액)
1					
2					
3					
4					
5					
6					
7					
Total: \$					
I hereby certify that above is a true and correct statement of expenses incurred by me on behalf of 000 Korean School.					
Signature:			Date:		
*Please attach all bills and receipts. Documentation must include the dates of service, description, the provider's name, and the expense amount.					

Staff use only

Check No.	
Pay Order to:	
Date of Issue	
Signed Person	