



Zanesville Office
 205 N 7th St, Zanesville, Ohio 43701
 Phone: 740.452.4518 Fax: 740.455.6702
www.mvesc.org

EXPENSE REPORT

Date	Destination	Event	Mileage	Amount IRS Rate	Other Travel	Lodging	Meals	Other	Daily Totals
									-
									-
									-
									-
									-
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									-
									-
Totals			-	-	-	-	-	-	-

Attach receipts per Muskingum Valley ESC's policies and administrative procedures.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____ Superintendent : _____ Date: _____