

# Douglas County School District 15

Code: **DJFA-AR**  
 Adopted: 7/11/94  
 Revised/Reviewed: 9/15/14  
 Orig. Code(s): DJFA-AR

## Business Expense (Bank Card) Claim

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office

Time Period Covered: From \_\_\_\_\_

To \_\_\_\_\_ (Inclusive)

Please list each expenditure separately. Attach receipts for all lodging and other disbursements.

Date	Item	Auto Expense	Meals	Lodging	Transportation	Misc.
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TOTALS \_\_\_\_\_

Total amount due this bank card statement: \$ \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Submitted By

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Approved By