



## Instructors Expense Report

Airfare \_\_\_\_\_

Lodging \_\_\_\_\_

Rental Car \_\_\_\_\_

Meals \_\_\_\_\_

Miscellaneous - \_\_\_\_\_

Total Expenses \_\_\_\_\_

Total Expenses Divided by number of students - \_\_\_\_\_ = \_\_\_\_\_

Total amount due from each student \_\_\_\_\_

**Please make check payable to Instructor and  
pay on last day of course**