2009-10 CFE Small Grant Expense Report
(Teams: Completed By Lead Teacher Only)

Instructions:

1. List all expenses below, continuing on to a separate sheet if necessary.
2. Subtract ***Total Expenses*** from ***Grant Amount*** and record ***Difference***.
3. Attach all receipts to a separate 8 ½ x 11 sheet of paper.
4. Send this Expense Report, all receipts, and any refund (if applicable) to:
   Chicago Foundation for Education, 400 N. Michigan Avenue, Suite 720, Chicago, IL 60611

Lead Teacher Name: _____

Grant Total: _____

Total Expenses: _____

***Difference (if applicable):** _____

Date	Expense Item	Vendor	Amount

**Differences under $5 do not need to be returned to CFE, but if the difference exceeds $5, please include a refund for the difference. All payments should be made out to "Chicago Foundation for Education".*