

EXPENSE REPORT

Reporter: _____

Date of Report: _____

Activity: _____

Activity Date: _____

Charge: CBA _____ DBA _____ Other _____

Attach All Receipts (Auditor Requires Receipts for amounts over \$75)

EXPENSE DESCRIPTION	PERSONAL CHARGES	ASSOCIATION CHARGES	TOTAL \$
Meals			
Meals			
Airfare			
Auto Rental			
Ground Transportation			
Mileage: mi. x \$.50/mi=			
Lodging			
Lodging			
Communications			
Miscellaneous Tips			
Other (itemize)			
SUB-TOTAL			
		Total Expenses	\$
		Less Personal Expenses	\$
		Less Advance Taken	\$
BALANCE DUE ASSOCIATION (ATTACH CHECK):			\$
BALANCE DUE REPORTER:			\$

Reporter's Signature

Treasurer's Approval