EXPENSE REPORT – 2010

NAME	VENDOR#
EVENT/CITY	

DATES --->	SUN	MON	TUE	WED	THR	FRI	SAT	TOTALS
LODGING								
BREAKFAST								
LUNCH								
DINNER								
TOTAL MEALS								
PRV CAR MILEAGE @ $.50								
MISC								
TOTALS								

*** RECEIPTS MUST BE ATTACHED TO REPORT ***

EMPLOYEE SIGNATURE _____ TOTAL MILES TRAVELED _____

DIVISION HEAD _____ DATE _____

DEPARTMENT HEAD _____ DATE _____

FINANCE DEPARTMENT _____ DATE _____

CHARGE $ _____ TO ACCT _____._____.5321

CHARGE $ _____ TO ACCT _____._____.5322

CHARGE $ _____ TO ACCT _____._____.5384