

EXPENSE REPORT – 2012

Effective July 1, 2011

NAME							VENDOR#	
EVENT/CITY								
DATES --->	SUN	MON	TUE	WED	THR	FRI	SAT	TOTALS
LODGING								
BREAKFAST								
LUNCH								
DINNER								
TOTAL MEALS								
PRV CAR MILEAGE @ \$.555								
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