

Utah Area 69 General Service Committee

EXPENSE REPORT

Name: _____ Position: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Dates expenditures reported from: _____ to: _____

Supporting bills, invoices and receipts must be attached for reimbursement.

Please write a brief description detailing reason for expenditure(s)

Literature \$ _____
 Lodging \$ _____
 Postage \$ _____
 Printing \$ _____
 Registration \$ _____
 Supplies \$ _____
 Telephone (please attach bill(s) and indicate the person(s) called) \$ _____

Travel/Mileage

<u>Date</u>	<u>Purpose of Trip</u>	<u>From</u>	<u>To</u>	<u>Miles</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total # of miles _____ Amount to be reimbursed (multiply by \$.25 per mile) \$ _____

Other expenses incurred (or seed money for Area events). Please specify:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total expenses reported: \$ _____
 Less amount previously advanced for these expenses: \$ _____
Total to be reimbursed: \$ _____

Signature: _____ Date: _____

Please give or mail to the Utah Area 69 Treasurer. Thank you.

Date Received: _____ Date Paid: _____ Check #: _____
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