

**AREA 60 of WESTERN PA GENERAL SERVICE, INC.**

**EXPENSE REPORT**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**PLEASE ATTACH ALL RECEIPTS FOR EXPENDITURES**

**Copies:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_

**Literature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Postage:** \_\_\_\_\_

**Registration / Meals:** \_\_\_\_\_

**Rent:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**Travel:**

From \_\_\_\_\_ To: \_\_\_\_\_ Miles: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Miles: \_\_\_\_\_

From \_\_\_\_\_ To: \_\_\_\_\_ Miles: \_\_\_\_\_

**Total miles driven:** \_\_\_\_\_

**Cost per mile:** \_\_\_\_\_

**OR**

**Gas & Tolls:** \_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**Less cash advance given:** \_\_\_\_\_ ( \_\_\_\_\_ )

**TOTAL COSTS OF THIS REPORT:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Check No.:** \_\_\_\_\_