

EXPENSE REPORT

Name:

Position:

Phone:

Is this for: PCAW?

NERAASA?

Address:

Dates covered in Report:

to

Copies	B&W	x .06=	Color	x.45=	Total:
Literature					
Postage					
Registration					
Meals					
Other					
Subtotal					

**Travel**

Date	Reason	Total miles	Cost per mile .50	Total
			.50	
			.50	
			.50	
			.50	
<b>TOTAL</b>				

Tolls: \_\_\_\_\_

Gas \_\_\_\_\_

Subtotal from above: \_\_\_\_\_

Total Travel: \_\_\_\_\_

Less Cash Advance: \_\_\_\_\_

Total costs of Report: \_\_\_\_\_

Budgeted Expenses:

Conference

Delegate

Alt Delegate

Chairperson

Alt Chairperson

Rec. Secretary

Secretary Admin

Secretary

Treasurer

Archives

Archivist

Corrections

CPC/PI

Grapevine

Literature

Newsletter

Newsletter Pub

Registrar

Treat. Access

Technology

Website

Area Meetings

Administrative Exp

Storage

General

Expenses:

\_\_\_\_\_

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

Check #: \_\_\_\_\_