

EXECUTIVE COMMITTEE EXPENSE REPORT

NAME:

DATE:

DESTINATION FROM:

TO:

DATE OF TRIP:

TO:

NUMBER OF PERSONS IN PARTY:

EXPENSES:

1. AIRFARE (Attach Receipts)				\$
2. GROUND FARE (Attach Receipts)				\$
3. LODGING (Attach Receipts)				\$
4. PERDIEM:		X		\$
	Days		Rate	
5. OTHER EXPENSE/NOTATIONS (Attach Receipts)				\$
6.				\$
7.				\$
TOTAL EXPENSE				\$
LESS ADVANCE: Check #				\$
TOTAL DUE COMMITTEE MEMBER				\$

Please indicate which officer approved this travel:    President    Treasurer    Secretary

Signature