TRAVEL AND EXPENSE WORKSHEET - Director Expense

Director		Phone Number		Month Ending	

Complete and send to the **TREASURER** for approval by **15th of the month** following the month in which expenses were incurred.
Receipts for all out of pocket expenses **MUST BE ATTACHED TO THIS WORKSHEET**

Date of Expense	Purpose/Description of Travel/Expense	General Mileage 0.42	Conference Mileage 0.42	Transportation (rentals, gas)	Meals	Accomodations	Sundry Expenses	Admin Use Only GL Expense
Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	

Admin Use Only

GL #	GL Name	Debit	Credit
	Travel & Mileage	0.00	
	Vehicle Rentals & Related Expenses	0.00	
	Conference/Training Mileage	0.00	
	Accomodations	0.00	
	Meals	0.00	
NOTE	mileage is calculated from Belle River Arena to destination		
	Cash Advance		
	#REF!	0.00	

I certify that this claim is an accurate account of my expenses.

Director Signature:

Date:

Admin Use Only

Audited:

Processed:

Version Jan09