

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:
- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Secretary       | <input type="checkbox"/> Newsletter         | <input type="checkbox"/> General |
| <input type="checkbox"/> Conference      | <input type="checkbox"/> Newsletter Pub     | Expenses: _____                  |
| <input type="checkbox"/> Delegate        | <input type="checkbox"/> Registrar          |                                  |
| <input type="checkbox"/> Alt Delegate    | <input type="checkbox"/> Treat. Access      |                                  |
| <input type="checkbox"/> Chairperson     | <input type="checkbox"/> Technology         |                                  |
| <input type="checkbox"/> Alt Chairperson | <input type="checkbox"/> Website            |                                  |
| <input type="checkbox"/> Rec. Secretary  | <input type="checkbox"/> Area Meetings      |                                  |
| <input type="checkbox"/> Secretary Admin | <input type="checkbox"/> Administrative Exp |                                  |
| <input type="checkbox"/> Treasurer       | <input type="checkbox"/> Storage            |                                  |
| <input type="checkbox"/> Archives        |   |                                  |
| <input type="checkbox"/> Archivist       |   |                                  |
| <input type="checkbox"/> Corrections     |   |                                  |
| <input type="checkbox"/> CPC/PI          |   |                                  |
| <input type="checkbox"/> Grapevine       |   |                                  |
| <input type="checkbox"/> Literature      |   |                                  |

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_