

EXPENSE REPORT

PERIOD COVERED \_\_\_\_\_

TRAVEL EXPENSES

DATE	TRAVEL DETAILS AND PURPOSE OF TRIP	AIR, BUS OR RAIL		BY AUTO MILES @ _____			TOLLS		MEALS & TIPS		LODGING		TOTALS		EXPENSE CODE*
TOTALS															

\* REFER TO TELEPHONE REGISTER, PA. FED. FORM #2 FOR EXPENSE CODE

OTHER EXPENSES

ITEM	AMOUNT	EXPENSE CODE*	SUMMARY OF EXPENSES		
POSTAGE			TRAVEL		
TELEPHONE					
PRINTING			OTHER		
SUPPLIES					
			GRAND TOTAL		
TOTAL					

REMARKS AND/OR EXPLANATIONS	

INSTRUCTIONS: EMAIL OR MAIL ONE COPY TO FEDERATION PRESIDENT  
 EMAIL OR MAIL ONE COPY WITH RECEIPTS ATTACHED TO FEDERATION TREASURER - KEEP A COPY FOR YOUR FILES.

PREPARER'S ADDRESS: \_\_\_\_\_ PREPARER'S SIGNATURE \_\_\_\_\_

\_\_\_\_\_ PHONE ( ) \_\_\_\_\_ APPROVED \_\_\_\_\_