TEXAS FEDERATION
NARFE

Name: John Doe
Title: District Representative XX
Address & suite: 1234 E Dallas St
City, St, Zip Dallas TX 12345-1234
Phone w AC & email: 777-5551212 jdoe@domain.com

OFFICER'S EXPENSE REPORT — Attach all receipts and travel coupons

Month/Year: July 2018 — Show each date separately

Date	Chapter or Meeting-Common Carrier	No. of	Amt. *	Meals		Lodging	Other
Date	POV_X___ By Air ____	MILES	0.40	B,L,D		Taxes & Tips	
7/28	Dallas to Corsicana (RT) POV	100	40.00	LD	20.00		
	Leave 8:30 A.M., Return 8:30 P.M		-		-		
	Chapter 10 meeting		-		-		
7/31	Dallas to Corsicana (RT) POV	100	40.00	L	8.00		
	Lv 7 A.M. - Return 4:40 P.M.		-		-		
	District XX Conference		-		-		
	Parking		-		-		8.00
			-		-		
			-		-		
			-		-		
	TOTAL	200	$ 80.00	$	28.00	-	8.00
			Travel Expenses				116.00

Postage (Amount only)	Office Supplies	Printing & Copying	-
9.80	$ 2.15		11.95
Grand Total of all expenses listed above			127.95

Submitted By: John Doe — Date: 8/3/2018

APPROVED _____ Date_____
AVP

APPROVED _____ DATE_____
TITLE TF PRESIDENT

DISTRIBUTION OF EXPENSES

ITEM #_____AMOUNT_____ ITEM # _____AMOUNT_____

ITEM #_____AMOUNT_____ ITEM # _____AMOUNT_____

PAID $_____ CHECK #_____ DATE_____

FEDERATION TREASURER_____

Form TF-2 (Revised 4/2018)