



# Statement of Expenses

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
Title (Steward, Trustee, Officer)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
College

*Section 1 - Travel related expenses (includes mileage, tolls, parking, etc)*

Date	Destination	.575 / Miles	Amount
<b>Subtotal Section 1 - Travel</b>			<b>\$</b>

*Section 2 - Meals, postage, miscellaneous (include receipts - stapled to back of form)*

Date	Item explanation (include receipts stapled to back of report)	Amount
<b>Subtotal Section 2</b>		<b>\$</b>

<b>Total Reimbursement Due</b>	<b>\$</b>
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Approval #1

Approval #2

**Treasurer's Use Only**

Date: \_\_\_\_\_

Check No. \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_