

EXPENSE ACCOUNT

Date \_\_\_\_\_

Office \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Items of Expense

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ \_\_\_\_\_

\_\_\_\_\_  
Your signature

Approved by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

When mailing expense account, please send it to either the President or Secretary as they must approve the account before the Treasurer may pay the bill. When possible, bring your expense account to an executive meeting.

