

**AREA 60 WPA GENERAL SERVICE, INC.**

**EXPENSE REPORT**

**DATE OF REPORT:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**(ATTACH RECEIPTS FOR ALL EXPENDITURES)**

COPIES \_\_\_\_\_

LODGING \_\_\_\_\_

LITERATURE \_\_\_\_\_

PHONE \_\_\_\_\_

POSTAGE \_\_\_\_\_

REGISTRATION/MEALS \_\_\_\_\_

RENT \_\_\_\_\_

OTHER \_\_\_\_\_

TRAVEL:

FROM \_\_\_\_\_ TO \_\_\_\_\_ TOTAL MILES \_\_\_\_\_

COST PER MILE \_\_\_\_\_

TOTAL MILEAGE COST \_\_\_\_\_

OR,

GAS, TOLLS \_\_\_\_\_

LESS ADVANCE GIVEN .....\$ \_\_\_\_\_

TOTAL OF THIS REPORT ..... \$ \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

DATE PAID \_\_\_\_\_

CHECK NO. \_\_\_\_\_