



WORLD ARCHERY FESTIVAL EXPENSE REPORT

DATE: ___/___/___ NAME: _____ TITLE: _____

TRAVEL

REASON FOR EXPENSE:

DATE	TRAVEL TO	PURPOSE OF TRIP

CASH EXPENSES

*CASH EXPENSES (*Receipts must be attached) personal expenses not to exceed \$40 daily*

DATE	*AIR TRANSPORT	*CAR RENTAL	*PERSONAL CAR MILES		*MOTEL	*MEALS	TOTAL EXPENSE
			#MILES	@.45¢/MILE			
MISCELLANEOUS EXPENSE ITEMS (use back side for details)							
TOTAL EXPENSE TO BE REIMBURSED							\$

CREDIT CARD EXPENSES

*CREDIT CARD EXPENSES (*Receipts must be attached) personal expenses not to exceed \$40 daily*

DATE	*AIR TRANSPORT	*CAR RENTAL	*MISC EXPENSE*		*MOTEL	*MEALS	TOTAL EXPENSE
			ITEM	AMOUNT			
TOTAL CREDIT CARD EXPENSE							\$

OFFICE USE ONLY

TOTAL AMOUNT REIMBURSED: \$ _____

DATE REIMBURSED: ___/___/___

CHECK NUMBER: _____

EXPENSE BREAKDOWN

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

APPROVED BY: _____

DATE APPROVED: ___/___/___

