

Expense Report



Mid-Atlantic District - Barbershop Harmony Society

Name:

Address:

DETAILS

Date	Travel To	Purpose	Miles	Meals	Lodging	Tolls & Parking

01	Travel-Auto	Mileage Rate: \$ 0.40	Miles: 0	\$
02	Meals: Maximums --	Breakfast, \$13.00 -- Lunch, \$15.00 -- Dinner, \$26.00		\$
03	Lodging			\$
04	Tolls & Parking			\$
05	Travel-Other			
06	Postage			
07	Telephone			
08	Supplies			
09	Printing			
10	Other (describe):			
Total:				\$

Total Reimbursement Requested: \$

Remarks

Signed: _____ Approved: _____

Title: _____ Title: _____

Instructions

- Receipts required for all individual expenses over \$25.
- If submitting expenses for more than one Budget Account, please use separate forms and approvals
- Approvals:

District Officers	Treasurer
Committee Chairmen	EVP
Committee Members	Committee Chairman
Chapter Counselors	Division VP

Submit to: Dave Welter
 District Treasurer
 3504 Brookwood Dr
 Fairfax, VA 22030-1810

Electronically: Email this report to Approver; your email serves as your electronic signature. Approver forwards the report with approval to: Treasurer@MidAtlanticDistrict.com