



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)

Rev. 01/2025

Date	Destination	.70 / Miles	Amount
	Tolls & Parking		
Subtotal Section 1 - Travel			\$

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

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

Total Reimbursement Due	\$
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Approval #1

Approval #2

Treasurer's Use Only

Date: _____

Check No. _____

Amount Paid: _____

Comments: _____
