

Rotary Expense Claims (Please have receipts taped to 8.5x11 papers)

<u>Name</u>							
<u>Date:</u>	<u>Description of Expenses</u>	<u>Meals:</u>	<u>Motels:</u>	<u>Vehicle:</u>	<u>Supplies:</u>	<u>Office:</u>	<u>Total:</u>
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<u>Totals:</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Date:</u>				<u>Signature of Claimant</u>			
Payments are done by EFT - please include a void cheque or direct deposit form with each expense form.							