



**ROTARY INTERNATIONAL
DISTRICT 5840
EXPENSE REPORT**



Name: _____
Address (Check to be sent to): _____

Club Name: _____
Budgeted Account(s): _____

Email: _____
Phone No.: _____

Date Submitted: _____

Date:	Business Purpose of the Trip	City Where Expenses Were Incurred	Training Expense	Airline	Hotel	Meals	Personal Auto		Other Reimbursement Expenses	Total
							# of Miles	Total at \$0.54 per mile (2016)		
example	example	example						\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
								\$0.00		\$0.00
Totals			\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00

I certify that the above is an accurate description of expenses incurred by me on behalf of Rotary International District 5840 business.

	Amount
Total Expenses	\$0.00
Less: Cash Advances	\$ -
Amount DUE or RETURNED	\$ -

Signature: _____

Date: _____

Please scan and attach all receipts to this report.
The completed report should be submitted to District Treasurer Bobbe Barnes, d5840treasurer@gmail.com