

**ROTARY INTERNATIONAL DISTRICT 5730**

**EXPENSE REPORT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_ Your Role at this event: \_\_\_\_\_ District Office: \_\_\_\_\_

| <u>Description of Expense</u>                        | <u>Date Incurred</u> | <u>Amount</u> |
|--|----------------------|---------------|
| Hotel: _____   | _____                | _____         |
| Meals: _____<br>_____                                | _____                | _____         |
| Travel: _____ Miles @ \$.14/mile = \$ _____          | _____                | _____         |
| Airfare - departure and arrival cities: _____        | _____                | _____         |
| (Include total mileage or airfare and purpose) _____ | _____                | _____         |
| Supplies _____<br>_____                              | _____                | _____         |
| Other (please list): _____<br>_____                  | _____                | _____         |
| Additional Notes: _____<br>_____                     | _____                | _____         |

**TOTAL**

I certify that the above expenses were incurred in the performance of my duties with RI D5730.

Signature \_\_\_\_\_

**Please attach receipts (or copies) for all expenditures.**

**Submit report to:** Susan Brints  
 Rotary District 5730  
 3510 45<sup>th</sup> St  
 Lubbock, TX 79413  
 susan.brints@gmail.com



Treasurer's Signature: \_\_\_\_\_

\_\_\_\_\_  
District Governor

\_\_\_\_\_  
Finance Committee Chair