

# 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: _____ _____	_____	_____
Travel: _____ Miles @ \$.14/mile = \$ _____	_____	_____
Airfare - departure and arrival cities: _____	_____	_____
(Include total mileage or airfare and purpose) _____	_____	_____
Supplies _____ _____	_____	_____
Other (please list): _____ _____	_____	_____
Additional Notes: _____ _____	_____	_____

**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:** **Brenda DeBons**  
 Rotary District 5730  
 P.O. Box 1642  
 Dumas, TX 79029  
 bdebons@windstream.net



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

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

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