

# 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:	_____	_____
	_____	_____
	_____	_____
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:** Bonnie Schwarzentraub  
Rotary District 5730  
PO Box 64457  
Lubbock, TX 79464  
bonitaschwarzentraub@gmail.com



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

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

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