

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: Ron Hamby
 Rotary District 5730 Treasurer
 921 Broadway
 Plainview, TX 79072
 rhanby@rch-cpas.com



Treasurer's Signature: _____

 District Governor

 Finance Committee Chair