

Expense Request		
Committee or Office	Date	
Signature of Committee Chair or Officer print)		(Please
Make check payable to		
Address		

City/State/Zip \_\_\_\_\_

Item	Amount	Explanation
Phone		
Postage		
Duplication		
Supplies		
Personal Car Expenses		
Rental Car		
Travel/Air, Bus, etc.		
Meals/Lodging		
Other		
Other		
Other		
Totals		

*Explanation must include: Attached receipts, and other pertinent information. Expenses should be submitted within thirty (30) days.* 

Date \_\_\_\_\_ Budget amount \_\_\_\_\_ Check no. \_\_\_\_\_

Total amount of check \_\_\_\_\_