



EXPENSE REPORT

****MUST SUBMIT RECEIPTS WITH EXPENSE REPORT and BANK ACCOUNT INFORMATION FOR ELECTRONIC DEPOSIT* The expense report must be received within 30 days of event for reimbursement. All approved refunds will be completed within 30 days of receiving all required information!***

| Date | Description | Hotel | Mileage | Air Fare | Meals | Misc. | TOTALS |
|------|-------------|-------|---------|----------|-------|-------|--------|
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NAME: _____

ADDRESS: _____

Please send in a picture of a deposit slip or voided check that includes routing # and account # for electronic deposit!

NOTES: _____