



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

NAME: _____

ADDRESS: _____

Please send in or attach a copy of a deposit slip, voided check or screen shot that includes the routing # and account # for electronic deposit!

NOTES: _____

Please return to:

PVA-WI Chapter
750 N Lincoln Memorial Dr.
Suite 422
Milwaukee, WI 53202
Or via e-mail
info@wisconsinpva.org