			EXPENSE REPORT										
First Name			Last Name					Department					
Dates				Location					Purpose				
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FUND	IND ORGN ACC		PROG ACT		TV	AMOUN	JT	Amount due					
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	MODEL CAR F NUMBER							INING MILEAGE: IG MILEAGE:					
								S DRIVEN:					
I have re	ad the rules a	and hereb	y certify	that the									

INSTRUCTIONS

PROOF:

Canceled Checks and Credit Card receipts are NOT valid unless supplemented by a copy of the Brochure and Registration material. If paid by check, you must attach a copy of the front and back of the cashed check. If paid by Credit Card, you must attach a Credit Card Statement. Also required proof of completion of activity: copy of certificate, grades, etc.

TRANSPORTATION:

Airfare is reimbursed at the economy/coach of	r lesser fare rate. Y	You must attach your passeng	er ticket to	the the
Expense Report. If a personal automobile is u	ised instead of pub	lic carrier, give the make, mo	del, year, l	license
number of automobile inself.4	(c)]T4.5	of	(i)-1.9