

District 24 Toastmasters Expense Report-Short Form

Name	City Location	Division/Area	Reporting Period
Business Purpose		Job Code	Overnite req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>

Reimbursable Travel and Entertainment Expenses

Date	Description/City	Business Meals			Airfare	Lodging	Car Rental	Auto Expense (1)	Other (2)	Entertainment Expense (3)	Supplies	Total (in US \$)
		Breakfast	Lunch	Dinner								
01/00/00							0.00	0.00	0.00		0.00	
							0.00	0.00	0.00		0.00	
							0.00	0.00	0.00		0.00	
							0.00	0.00	0.00		0.00	
							0.00	0.00	0.00		0.00	
							0.00	0.00	0.00		0.00	
											0.00	

1) Automobile Expense

Date	Description	Business Miles	Reimbursement		Tolls	Fuel	Parking	Cab	Total Auto
			Rate/Mile	Amount					
01/00/00			0.14	0.00					0.00
01/00/00			0.14	0.00					0.00
01/00/00			0.14	0.00					0.00
01/00/00			0.14	0.00					0.00
01/00/00			0.14	0.00					0.00
		0		0.00	0.00	0.00	0.00	0.00	0.00

2) Other

Date	Description	Amount
01/00/00		
01/00/00		
01/00/00		
01/00/00		
01/00/00		

TOTALS

3) Entertainment Expense

Date	Activity (i.e. Event, Meals)	Customer/Organization	Business Purpose	Amount
01/00/00				
01/00/00				
01/00/00				
01/00/00				
01/00/00				

TOTALS

Signature:	Date 01/00/00		Total Expenses Incurred	0.00
District Governor's Approval:	Date		Less Items Charged to the District	
Audited by:	Date		Less Advances	
			Due to Member	0.00
			Due to District	

Note: Attach Receipts-- Proper receipts required per IRS guidelines
 I certify the above information is correct, was incurred on behalf of the company, and is in compliance with company policies and guidelines.
 *Additional Comments/Expl.
