

# EXPENSE REPORT

**INSTRUCTIONS:**

- (1) *Itemize expenses and their details below, please be sure to complete all requested information.*
- (2) *Attach all receipts and get director approval.*
- (3) *Submit to USARS Accounting within 10 days of event.*
- (4) *Contact USARS Accounting should you have any questions concerning the completion of this form.*

**DATES COVERED:** FROM \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

DATE	DESCRIPTION (I.E. WHO, WHAT, WHEN, WHERE)	DEPT/EVENT TO BE EXPENSED	LODGING	AIRFARE	GROUND TRANS.	FUEL	MEALS	MISC	PERSONAL CR CD/CASH	USARS VISA	USARS AMX
<b>ITEM TOTALS</b>											

**SIGNATURE:** \_\_\_\_\_

**REPORT/TRIP/EVENT GRAND TOTAL**

**APPROVED BY:** \_\_\_\_\_

**TOTAL AMOUNT TO BE REIMBURSED**
