LT. GOVERNOR QUARTERLY EXPENSE REPORT

Name _____

Division _____ Month(s) of:_____

TRAVEL TO/FROM CLUBS IN DIVISION:
(ROUND TRIP, OTHER THAN HOME CLUB)

DATE	CLUB	MILES

TOTAL MILES_____

TRAVEL TO/FROM CLUBS IN DIVISION:
(ROUND TRIP, OTHER THAN HOME CLUB)

DATE	CLUB	MILES

TOTAL MILES _____

EXPENSES

TOTAL MILEAGE FROM COLUMNS 1 & 2

_____ **miles**

x 31.5 cents per mile = $_____

SIGNATURE_____

DATE OF REPORT _____

NOTE: PLEASE FILE THIS REPORT ON A QUARTERLY BASIS

REIMBURSEMENT IS LIMITED TO AMOUNT BUDGETED FOR THE FISCAL YEAR. THIS REPORT CAN BE USED TO SUBSTANTIATE TAX REPORTING DATA.

DO NOT USE THIS FORM TO REPORT MILEAGE TO LT. GOVERNOR TRAINING, DISTRICT BOARD MEETINGS OR THE DISTRICT CONVENTION. PLEASE REPORT THOSE ON THE LT. GOVERNOR DISTRICT MILEAGE EXPENSE REPORT.

MAIL THIS REPORT WITHIN 10 DAYS OF END OF QUARTER TO:
PNW KIWANIS, 5427 GLEN ECHO AVE., GLADSTONE, OR 97027-2627

FOR DISTRICT USE ONLY:

Acct. #605

Amount Paid $ _____

Date Issued _____

Check # _____

Click to Reset