

Eastern Pennsylvania General Service Assembly

Expense Report

Committee/Office/Event _____ Date _____
 Name _____
 Address _____

Please itemize on back and attach receipts

Date		Subtotal
	Enter number of miles in the Grey Row below and the amount will be automatically calculated.	
Mileage		
@ \$0.50/mi		
Lodging		
Meals ¹		
Tolls		
Transportation		
Phone		
Literature		
Office supplies		
Equipment		
Copying		
Printing		
Postage		
Facilities		
Registration		
Miscellaneous ²		
Total		

¹ \$10.00 per meal

² Explain on back

Area Treasurer
 1540 Caroline Drive,
 Aston, PA 19014

For Area use only

Date paid: _____

Check #: _____

Amount: _____

