



Associates of Vietnam Veterans of America, Inc.

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(PH) 301.585.4000 | (FAX) 301.585.5542

Credit Card Expense Form

Scan and attach all receipts. Small receipts can be scanned several on one page.
Once scanned, send form and receipts to: kathy.andras@yahoo.com **AND** ccorbin@vva.com

Name: _____ Position: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ E-Mail: _____

Purpose of Travel or Expense: _____

If expense is for travel: Departure City _____ Destination: _____

Dates of travel: Depart: _____ Return: _____ Flying? Driving? Other:

	EXPENSES	TOTALS.	FINANCE USER CODE
1.	Travel: _____	\$ _____	_____
2.	Per Diem: _____ DAYS X \$45.00	\$ _____	_____
3.	Hotel / Lodging: _____	\$ _____	_____
4.	Shipping / Postage: _____	\$ _____	_____
5.	Misc. Office Supplies: _____	\$ _____	_____
6.	Ink / Paper – Printer: _____	\$ _____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

Grand Total: \$ _____

Signature: _____ Date: _____

Approved by: _____ President/Treasurer Date: _____

Notes: _____