***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: ***kayegardner@aol.com*** ***AND*** ***ccorbin@vva.org***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 $50.00 | $ |  |  |  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_