



Associates of Vietnam Veterans of America, Inc.

8719 Colesville Road, Suite 100 | Silver Spring, MD 20910
(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: 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.	Board Meeting/Misc: _____	\$		
3.	Hotel / Lodging: _____	\$		
4.	Shipping / Postage: _____	\$		
5.	Misc. Office Supplies: _____	\$		
6.	Ink / Paper – Printer: _____	\$		
7.	_____	\$		
8.	_____	\$		
9.	_____	\$		
10.	_____	\$		
11.	_____	\$		
12.	_____	\$		

Grand Total: \$ _____

Signature: _____ Date: _____

Approved by: _____ President/Treasurer Date: _____

Notes: _____