



Associates of Vietnam Veterans of America, Inc.

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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: **joblum2@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: _____