

MEMBER EXPENSE CLAIM

ACCOUNTING USE ONLY

Name (print)				Date		
Mailing Address			City	Zip Co	ode	
E-mail Address			_ Phone Number			
Date Location Time Depart Time Return Activity						
Activity Code 1. Room	LODGING	LODGING	LODGING	LODGING	LODGING	-
2. Incidentals 3. Breakfast 4. Lunch 5. Dinner	MEALS	 MEALS 	MEALSII	MEALSII	I MEALS II	_
6. Common Carrier 7. Airporter 8. Personal Car 9. Parking		TRAVEL	TRAVELIIII	TRAVEL	TRAVEL	I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.
11. Taxi cabs 12. Internet 13. Other (explain)	MISCELLANEOUS I I I	MISCELLANEOUS I I I	MISCELLANEOUS I I I	MISCELLANEOUS	MISCELLANEOUS	Signature Title
TOTAL	I	I	I	I	I	Total expense this page
Date Item	Comment					Grand total expenses