

CHAPTER EXPENSE CLAIM

CHAPTER					
Name (print)			Date		
Mailing Address			City		Zip
Date Location Time Depart Time Return Activity					
Expense					
1. Room 2. Incidentals	LODGING 	LODGING 	LODGINGI		LODGING
3. Breakfast 4. Lunch 5. Dinner	MEALS 	MEALS	MEALSI		MEALS
6. Common Carrier 7. Airporter 8. Personal Car 9. Parking 10. Bridge Tolls	I	TRAVEL	TRAVEL		TRAVEL
11. Taxi cabs 12. Tele/Telegrams 13. Other (explain)	MISCELLANEOUS I I I I	MISCELLANEOUS I I I I I I	MISCELLANEC	DUS	MISCELLANEOUS
TOTAL	I	1	1		I
Date Item Comment				I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of ACSS during the period of this claim, that all items shown were for offical business of ACSS and that no expenses herein were received or paid from any other source.	
				TITLE	
Date Paid				Total expenses this page Total attached pages Grand total expenses Less - Travel advances Balance Due Chapter	
NOTE: Pages 1 & 2 to be m	ailed to Chapter; Retain pag	e 3		APPROVE	