

# Dallas NARPM Expense Report

Purpose/Event: \_\_\_\_\_  
 \_\_\_\_\_

Period	
From:	_____
To:	_____

Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, St, Zip: \_\_\_\_\_

DATE	DESCRIPTION	Air & Trans.	Lodging	Meals & Tips	Entertainment	Other	TOTAL
							-
							-
							-
							-
							-
							-
							-
		0.00	0.00	0.00	0.00	0.00	
SUBTOTAL							\$ -
ADVANCES							_____
TOTAL REIMBURSEMENT							\$ -

*Itemized Expenses or Description for "Other"*

DATE	DESCRIPTION	Amount

Authorized By \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Please fill out completely and include receipts  
 Reimbursement must be approved by a Director  
 Please submit to the Chapter President and Treasurer

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<http://www.vertex42.com/ExcelTemplates/excel-expense-report.html>

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