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Expense Report — JFK Division #1

All expenses must be submitted in a timely fashion with receipts and supporting documentation attached. Reimbursement will be made upon approval of the Expense Report by the Division Treasurer and President (or his designated second).

Division Project/Budget: _____

Submitted by: _____ **Date:** _____
Address: _____

Detail of Expense

1. Date Incurred: _____ Receipt(s)Attached: Y or N Amount: \$ _____
(Circle)

Description: _____

2. Date Incurred: _____ Receipt(s)Attached: Y or N Amount: \$ _____
(Circle)

Description: _____

3. Date Incurred: _____ Receipt(s)Attached: Y or N Amount: \$ _____
(Circle)

Description: _____

TOTAL AMOUNT: \$ _____

Was expense authorized in advance? Y or N. If yes, by whom? _____

SIGNATURE: _____

Treasurer Approval Date

President Approval Date

