

# GREAT LAKES DRESSAGE CLUB EXPENSE REPORT



Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

*Return to the Club Treasurer  
for reimbursement*

Date: \_\_\_\_\_

DATE	CITY	REIMBURSABLE TRANSPORTATION			MEALS			LODGING	TELE AND FAX	MISCELLANEOUS		DAILY TOTALS
		PERSONAL AUTO			BREAK- FAST	LUNCH	DINNER			DESCRIPTION	AMOUNT	
		MILES	\$0.415	AMOUNT								
<b>Totals</b>												
										<b>TOTAL EXPENSES =====&gt;</b>		

REASON FOR TRIP OR INCURRING EXPENSE

I CERTIFY THAT THE EXPENSES LISTED WERE INCURRED  
FOR THE BENEFIT OF THE CLUB

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_