

**Alabama State Chapter
EXECUTIVE BOARD and
STANDING / PROJECTS COMMITTEES
(NON-CONVENTION) GENERAL EXPENSE REPORT**

July 2023

Date Submitted: _____

Submitter's Information:	
Executive Board Position:	
Standing Comm. & Position:	
Project Comm & Position:	
Submitted by:	
Address to Send Check:	

I certify that all items included on this expense sheet were and/or will be used for P.E.O. business and any personal use is nominal and insubstantial. Receipts, bills or similar documentary evidence of charges are attached to support reimbursement of such business expenses. If it is later determined that an employee or volunteer was reimbursed or otherwise paid an amount in excess of the expenses substantiated, the employee or volunteer must return such excess reimbursement or payment to the s/p/d chapter within a reasonable amount of time.

General Expenses	Description	Total
Routine Printing & Copying		
Postage & Stamps		
Other Office Expenses (list item, price, & tax)		
Courtesy Fund		
New Chapter		
Past President's Pin		
Travel Expenses	List Destination, Hotel, Meals & Mileage (round trip mileage X .50)	Total
Board/Committee Meetings		
Workshops		
Organizer's Visits		
LEAD		
Cotley Seminar		
RMR Membership Summit		
International Convention		
TOTAL AMOUNT DUE:		\$ -

Approved by Chairman:	
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Approved by President:	
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State Treasurer's Use Only: Warrant # _____	Check # _____	Date _____
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