

## Delaware General Services - EXPENSE REPORT

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

**Office/Committee:** \_\_\_\_\_

**Deducted from what Budget?** \_\_\_\_\_

**To Be Paid To:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone/Email** \_\_\_\_\_

	Expense Description	Miles @ .41	Cost
Travel to Assembly			
Travel to Districts			
Travel Other (Excluding NERAASA,NERD,NERF)			
Assembly Rent			
Committee Rent			
Mini-Conference Rent			
Workshop Rent			
Copying			
Printing			
Office Supplies			
Food Costs			
Food Related Supplies			
Hardware/Software			
Literature Purchases			
Postage			
Tolls & Parking (Excluding NERAASA, NERD, NERF)			
Workshop Materials			
Circle Event: NERAASA    NERD    NERF			
Service Event Travel			
Service Event Registration			
Service Event Lodging			
Service Event Meals			
Other -			
Other -			
Other-			

**TOTAL:**

Submitted By Signature: \_\_\_\_\_

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

Treasurer Signature: \_\_\_\_\_

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

Check #: \_\_\_\_\_

