

EAMA TRIP EXPENSE REPORT

Name:

Date:

Address:

Reason for trip:

Explanation of expenditure:

Trip Mileage:

Date:

From:

To:

Mileage:

Expenses:

Total Mileage @ \$.555/mile (7-1-2011)

Tolls

Rally Fee

Campground

All Other

Total

_____ Amount

Total Expense

\$ _____

Approval Required:

Non-GEAR Related Expense: Eastern Area Vice President

GEAR Related Expense:

Below Budget

\$500 or less Committee Chairperson

More than \$500 Rally Master

Over Budget

Any Amount Eastern Area Vice President

Approved (Signed/Date)

Note: Attach receipts and forward to applicable approver or Treasurer.