EAMA TRIP EXPENSE REPORT

Name: Date:

Address:

Reason for trip:

Explanation of expenditure:
Trip Mileage:

Date:	From:	To:	Mileage:
		Total	

Expenses:		Amount
Total Mileage @ $.55/mile	(2009)	
Tolls		
Rally Fee		
Campground		
All Other		
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.

2/09