

SOUTHEAST REGION, ACPE
Jasper N. Keith, Jr., Treasurer
503 Birch River Drive
Dahlonega, GA 30533
Cell: 404-272-2515
E-mail: jnkjr@aol.com

Date _____

EXPENSE REPORT

NAME _____

ADDRESS _____

MEETING _____

DATE _____

TRAVEL

Limousine Service	\$ _____	
Airline Ticket	_____	
Parking	_____	
Mileage: @ \$.50 per mile	_____	
		Subtotal \$ _____

MEALS

___ Breakfasts	\$ _____	
___ Lunches	_____	
___ Supper	_____	
		Subtotal \$ _____

LODGING

\$ _____/night for _____ nights Subtotal \$ _____

OTHER EXPENSES

Explanation _____

Subtotal \$ _____

Total Expenses \$ _____

Signed _____

Approved by: _____