ARIZONA SWIMMING	**POLICY & PROCEDURE**	**POLICY NUMBER:** 102A
	Subject: **EXPENSE REIMBURSEMENT** Sample Travel & Expense Report	**EFFECTIVE DATE: 05/01/03** Approved: 04/23/2003

I. Purpose:

Below is a copy of the Travel and Expense Report. The form will be available of the web site at www.AzSwimming.org. The form is available in a PDF format and as a downloadable Excel file. The Excel file will add and subtract the columns for you.

ARIZONA SWIMMING

Arizona Swimming, Inc.

Travel & Expense Report

(Attach receipts to back of from here)

Page ___ of ___

Name _____ Period Covered _____

Date	Vendor	Purpose	Budget Line	Estimated Amount	Actual Amount
		Total from other pages			
		Total expenses		-	-
		Less:			
		-Advances from AZ Swim.			
		-Purchases on AZ Swim. credit card			
		-AZ Swimming direct pay			
		Net Expense Reimbursement due		-	-

Signature _____ Date _____

Reimbursement Approval _____ Date _____

Reimbursement Paid _____ Date _____

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