

	POLICY & PROCEDURE	POLICY NUMBER: 102A
	Subject: EXPENSE REIMBURSEMENT Sample Travel & Expense Report	EFFECTIVE DATE: 06/01/12

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, Inc.
Expense Report

(Attach receipts to back of form here)

Page ____ of ____

(Date)

(Name)

Receipt Codes:

No receipt	
Personal credit card / cash	
AzSI credit card	

Date	Vendor Name	Receipt	Purpose	Account Number/ Department	Amount
MM/DD/YY	name of vendor	#	why the expense was incurred, with whom	NNNN.DD	dd,ddd.cc
1					1
2					2
3					3
4					4
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12					12
13					13
14					14
15					15
16					16
17					17
18					18
19					19
20					20
Total from other pages					0.00
Total expenses					0.00
Less:					
-Advances from Arizona Swimming					
-Purchases on Arizona Swimming credit card					
-Arizona Swimming direct pay					
Net Expense Reimbursement Due					0.00

Signature _____ Date _____
 Approval _____ Date _____

Do not write in shaded areas.

J:\AzSI\WD\YWD Expense acct\AzSI - expense report R612.xlsx

Updates Revised expense form

06/20/2012