

KNIGHTS OF COLUMBUS (St John Paul II Assembly #3504)

For Office Use Only



Expense Report

PURPOSE: _____

Date From _____

To _____

KNIGHTs (MEMBER) INFORMATION:

Name: _____

Position: _____

EVENT: _____

Date	Event	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc	Total
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Note: Attach all receipts to expense report

Subtotal \$ -

Cash Advances

Total \$ -

MEMBERS SIGNATURE: _____

DATE: _____

APPROVED (TRUSTEE #1): _____

NOTES: _____

APPROVED (TRUSTEE #2): _____

NOTES: _____

APPROVED (TRUSTEE #3): _____

NOTES: _____