



Expense Report

Name:
Destination: Atlanta, GA
Purpose: December 2012 Board Meeting
Date Submitted:
Departure Day/ Time:
Arrival Day/Time:

Date	Airfare	Mileage	Meals	Lodging	Additional Transportation	Parking	Miscellaneous	LINE TOTAL	FOR STAFF USE ONLY Line Item
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Signature: _____

Date: _____

Approved: _____

Date: _____

YOUR CONTACT INFORMATION

Address (SECOORA will send payment to this address):

Phone Number: