



Expense Form

Name:
Position:
Date:
Nature of expense:

Qty/Amount	Expense Description	Total

For automobile travel: Enter the miles driven in the qty/amount column, and list MILEAGE as the description. The mileage rate is .41/mile. SHAPEWV does not pay for travel expenses to the state conference.

Please itemize all other expenses (airline tickets, postage, telephone, supplies, etc.) Receipts MUST accompany all submitted expenses.

Check number:
Date:
*Total amount: *Subject to Executive Board Approval

