



MSBOA DISTRICT VI Expense Sheet

Date: _____

Activity / Event: _____

Company / Individual: _____

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Cost</u>
Mileage		X \$0.42/mile	
Lodging			
Meals		\$ 16.00	
Stipend			
Supplies (attach receipts/invoices)			
Other (attach receipts/invoices)			
Total			\$

Make checks payable to: _____

Mail to (if applicable): _____

ALL EXPENSE SHEETS MUST BE APPROVED AND IN ACCORDANCE WITH OFFICIAL CONTRACTS!

Office Use Only:

Approved by (treasurer/officer/designee) _____

Check # _____ Date _____