

MSBOA DISTRICT VI Expense Sheet

Date _____

Activity/Event _____

Company/Individual _____

DESCRIPTION	QUANTITY	UNIT PRICE	COST
Mileage		X \$0.50/mile	
Lodging			
Meals		\$15.00	
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 MSBOA AGREEMENTS!

Office Use Only
Approved by (treasurer/officer/designee) _____

Check # _____ Date _____