

# Midwest Region USPC

## Officers/Volunteers Expense Form for 2020

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_

1. Travel Motor vehicle mileage: _____ @ \$.25 mile) -- or actual gas expenses; Tickets: Airlines, Bus, Train (receipts must be attached)	
2. Parking at airport (receipts must be attached)	
3. Telephone (attach copies of marked monthly bills)	
4. Lodging (attach receipts)	
5. Meals: see attached	
6. Shuttle airport-hotel round trip	
7. Other _____	
<b>8. Total</b>	
9. <b>Contribution.</b> If you wish to donate all or part of this amount to the Midwest Region, please indicate amount of contribution here.  Contributions are deductible for income tax purpose as allowed by law. A letter of acknowledgement will be sent to you for your records. – Thank you	
<b>10. Balance Due</b>	

Send check to (Name & Address:

Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Date Paid \_\_\_\_\_

Acknowledgement sent \_\_\_\_\_

Check # \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_