Itemize per day & include receipts with explanations on receipts

SPEEA
IFPTE LOCAL 2001, AFL-CIO

SPEEA EXPENSE REPORT

*Submitted by*_____ *Clock #* _____ *Month*_____

Address _____ *District #*_____ *Year*_____

_____ *Work Phone #* _____

Date	Function	Leave w/Pay	Food	Misc.	Mileage	Mileage Explanation (to and from)
Totals						

For Office Use:

_____

_____

_____

Signature _____

Date _____

Page____ of ____ pages