

Club Crabtowne, Inc.

Expense Report

Title:	Report Date:
Date(s):	Phone:
Leader:	e-mail:

1. Trip Leader Expenses

Description of Expense (attach receipts)	Date	Amount Paid
Total Expense		

2. Payments Made by Treasurer (do NOT include Trip Leader cash advances or cash held)

Payee	Check #	Amount
Total Payments Made:		

3. Other Expenses (do NOT include Trip Leader cash advances or cash held)

Description of Expense (attach receipts)	Amount	Reason
Total Other Expenses		

4. Total

Total Expenses (Sum of totals of 1., 2., and 3.):	Enter here and on Final Report, Line 5.
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Treasurer Use Only Date Received:	Date Completed:	
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