

FOP, OHIO LABOR COUNCIL, INC.
FOP LODGE #149

Unit 2



DATE: _____

PERSONAL EXPENSE RECORD OF: _____

REASON EXPENSES INCURRED: _____

TRAVEL/MILEAGE & TOLLS:

DATE:	FROM:	TO:	MILES:	PURPOSE:
A. SEMINAR OR RETREAT EXPENSE (6542):				

B. OTHER MILEAGE EXPENSE (7074):				

TOTAL MILES: _____ X .585 \$ _____

HOTEL — (ROOM & TAX ONLY):

A. SEMINAR OR RETREAT EXPENSE	(6542)	\$ _____
B. OTHER HOTEL EXPENSE	(7072)	\$ _____

MEALS AND TIPS:

A. SEMINAR OR RETREAT EXPENSE	(6542)	\$ _____
B. OTHER MEAL EXPENSE	(7073)	\$ _____
PARKING & TOLLS	(7071)	\$ _____
TRAVEL AIR/BUS/TAXI	(7000)	\$ _____
SUPPLIES	(7180)	\$ _____
POSTAGE	(7280)	\$ _____
CELLULAR TELEPHONE	(7052)	\$ _____
INTERNET	(7054)	\$ _____
OTHER TELEPHONE	(7054)	\$ _____
COPYING	(7075)	\$ _____
AUTO MAINTENANCE, REPAIRS & GASOLINE (FOP CARS)	(6040/7070)	\$ _____
DETAIL ANY OTHER EXPENSES ON REVERSE SIDE (TOTAL FROM REVERSE)		\$ _____

GRAND TOTAL \$

SIGNATURE: _____

DATE: _____

APPROVED BY: _____

CHECK #: _____ DATE ISSUED: _____

REFERENCE #: _____

PLEASE PRINT OR TYPE. MUST BE RECEIVED AND APPROVED BY MANAGEMENT NO LATER THAN 3 DAYS PRIOR TO THE NEXT SCHEDULED ACCOUNTS PAYABLE DATE IN ORDER TO BE PAID. EXPENSES MUST BE RECEIVED FOR CONSIDERATION AND PAYMENT.