

FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INC.

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 .50 \$ _____

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: _____
 APPROVED BY: _____
 CHECK #: _____

DATE: _____

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 RECEIPTED FOR CONSIDERATION AND PAYMENT.