

**Alabama State Chapter  
EXECUTIVE BOARD and  
STANDING / PROJECTS COMMITTEES  
STATE CONVENTION EXPENSE REPORT**

July 2023

Date Submitted: \_\_\_\_\_

Submitter's Information:	
Executive Board Position:	
Standing Comm. & Position:	
Project Comm & Position:	
Submitted by:	
Address to Send Check:	

*I certify that all items included on this expense sheet were and/or will be used for P.E.O. business and any personal use is nominal and insubstantial. Receipts, bills or similar documentary evidence of charges are attached to support reimbursement of such business expenses. If it is later determined that an employee or volunteer was reimbursed or otherwise paid an amount in excess of the expenses substantiated, the employee or volunteer must return such excess reimbursement or payment to the s/p/d chapter within a reasonable amount of time.*

General Convention Expenses	Description	Total
Routine Printing & Copying		
Postage & Stamps		
Other Office Expenses (list item, price, & tax)		
Proceedings Printing		
Officers' Printing		
Committees' Printing		
Proceedings Postage		
Celebration of Life		
Travel Expenses	List Destination, Hotel, Meals & Mileage (round trip mileage X .50)	Total
Mileage		
Lodging		
Meals		
Misc. (Pres. Conv. Inspec)		
New Chapter Housing		
<b>TOTAL AMOUNT DUE:</b>		<b>\$ -</b>

<b>Approved by Chairman:</b>	
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<b>Approved by President:</b>	
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State Treasurer's Use Only: Warrant # _____	Check # _____	Date _____
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