

**Alabama State Chapter  
EXECUTIVE BOARD and  
STANDING / PROJECTS COMMITTEES  
(NON-CONVENTION) GENERAL EXPENSE REPORT**

January 2026

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 Expenses	Description	Total
Routine Printing & Copying		
Postage & Stamps		
Other Office Expenses (list item, price, & tax)		
New Chapter		
Past President's Pin		
Travel Expenses	List Destination, Hotel, Meals & Mileage (round trip mileage X .50)	Total
Board/Committee Meetings		
Workshops		
Organizer's Visits		
LEAD		
Cotter Seminar		
<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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