

PENNSYLVANIA STATE COUNCIL OF LIONS CLUBS

EXPENSE REQUEST

NAME _____ DISTRICT _____
ADDRESS _____ PHONE _____
EXPENSES ATTENDING _____ AS _____
AT _____ DATE/S _____

RECEIPTS REQUIRED

DATE _____ Breakfast, Lunch, Dinner \$ _____
LODGING (\$75 Maximum) \$ _____

DATE _____ Breakfast, Lunch, Dinner (\$24 maximum) \$ _____
LODGING (\$75 maximum) \$ _____

DATE _____ Breakfast, Lunch, Dinner (\$24 maximum) \$ _____
LODGING (\$75 maximum) \$ _____

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LODGING (\$75 maximum) \$ _____

DATE _____ Breakfast, Lunch, Dinner (\$24 maximum) \$ _____
LODGING (\$75 maximum) \$ _____

AUTO MILEAGE _____ MILES AT \$0.50 PER MILE \$ _____
Mapquest Verification Required

OTHER FORMS OF TRANSPORTATION:
Pre-Approval and Receipts Required \$ _____

MISCELLANEOUS: (tolls, etc. Receipts Required)
Cost Incurred _____ \$ _____
Cost Incurred _____ \$ _____
Total \$ _____

GRAND TOTAL \$ _____

DATE _____ SIGNED _____