

# West End Gun Club Expense Invoice Sheet

Charge to Account or Discipline \_\_\_\_\_

Date \_\_\_\_\_ Reimbursed Member's Name \_\_\_\_\_

Address \_\_\_\_\_

Item or Service Purchased \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Any and all receipts must accompany this form for reimbursement.

Destination of Trip \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mileage reimbursement is calculated at \$0.40 per mile \*\*

Trip Date see above Miles \_\_\_\_\_ X \$ 0.40 = Mileage Subtotal \$ \_\_\_\_\_

Total Amount of Reimbursement \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that these charges are accurate and that I am not claiming reimbursement from any other source.

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date Paid \_\_\_\_\_

Expenses Authorized by \_\_\_\_\_