



Crown Point Swim Club



Expense Report

128 S. East Street #68
Crown Point, IN 46308

Office Phone: 219-838-3294
Directors Cell: 219-333-0542
Email: coach.john@sbcglobal.net

Employee: _____

Meet or Function: _____

Purpose of expense: _____

Date	Description	Transportation/ Mileage	Lodging	Meals	Other	Total
Column Totals						

Current IRS mileage rate: \$.70 per mile

Subtotal	
Less cash advanced	
Total owed to you	
Total due	

Employee signature: _____

Date: _____

Approved by: _____

Date: _____

Receipts must be attached to expense form.

