



Post 101 Expense Report



Submitted by: _____ Committee or Role/Event: _____

Credit Card or other Receipts for the period of : _____ are attached.

Itemized credit card or other expenditures being submitted for payment by Buck-Dubiel Post 101, Somers, CT are:

Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
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Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____
Receipt From: _____	For: _____	Amount: \$ _____	Purpose: _____

Approved by Membership: YES NO If no, provide justification (i.e. Total amount is under the approved Executive Committee threshold):

Total: \$ _____ (This should equal total of credit card statement/invoice/receipts)

This is to certify that these expenses were incurred on behalf of Post 101:

Signature: _____ Title: _____ Date: _____

Post Commander/Post Adjutant Approval: _____ **Date:** _____ **Finance Officer Approval:** _____ **Date:** _____