# Expense report

*For AZRFU Use Only*

**PURPOSE:** _____ **STATEMENT NUMBER:** _____ **PERIOD:** From _____ To _____

**INFORMATION:**

Name _____

Team/Position _____

| Date | Account | Description | Hotel | Transport | Fuel | Meals | Phone | Entertainment | Misc. | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | | | | | | | | $ - |
| | | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | |
| | | | | | | | | | **Subtotal** | $ - |
| | | | | | | | | | **Advances** | |
| | | | | | | | | | **Total** | $ - |

**APPROVED:** *(sign)* _____

*(Print Name)* _____

**NOTES:** _____