

# TEAMSTERS LOCAL 320 EXPENSE REPORT

**NAME:** \_\_\_\_\_ **Period from:** \_\_\_\_\_ **to** \_\_\_\_\_

Date	****REPRESENTATIONAL(R) POLITICAL(P) UNION ADM(U) CONTRIBUTION (C=) UNSURE = UNK	Number Attending	Bookkeeping Code	\$ Amount
mm/dd/yy	<b>WHO, WHAT, WHERE, WHY</b> <u>MUST HAVE RECEIPT</u>	# +Self	<u>See Below</u>	
			<b>TOTAL</b>	<b>\$</b>

**SIGNATURE:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <b>EXPENSE CODES</b> -----                   | <b>DOCUMENTATION TO SUPPORT ALL EXPENDITURES MUST BE ATTACHED</b> |  |
| 7101 - Meeting Meals (In town)               | 7303 - Parking(with Receipt)                                      | 4020 - Offices Supplies/Printing, etc. |
| 7401 - Out of Town Meals                     | 7120 - Meeting Rooms  | 7404 - Out of Town Shuttle/Parking     |
| 7406 - Out of Town Tips (maids, bellman etc) | 4030 - Postage  |  |
| 7130- Meals/Members(Unallocated)             | 4041 - Phone Co (Home/Business Reim)                              |  |