

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	WHO, WHAT, WHERE, WHY <u>MUST HAVE RECEIPT</u>	# +Self	<u>See Below</u>	
			TOTAL	\$

SIGNATURE: _____ APPROVED BY: _____

- | | | |
|--|---|--|
| EXPENSE CODES ----- | DOCUMENTATION TO SUPPORT ALL EXPENDITURES MUST BE ATTACHED | |
| 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) | |