

## TEAMSTERS LOCAL 320 EXPENSE REPORT

NAME: \_\_\_\_\_

| Date | WHO, WHAT, WHERE, WHY | ATTACH RECEIPT | Number<br>Attending | Code  | \$ Amount |
|------|-----------------------|----------------|---------------------|-------|-----------|
|      |                       |                |                     |       |           |
|      |                       |                |                     |       |           |
|      |                       |                |                     |       |           |
|      |                       |                |                     |       |           |
|      |                       |                |                     |       |           |
|      |                       |                |                     | TOTAL | \$ .      |

**SIGNATURE:** \_\_\_\_\_

**BUSINESS AGENT APPROVAL (if needed):** \_\_\_\_\_

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

**SUGGESTED 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     |
| 7201 - 320 Strike Expense       | 7406 - Out of Town Tips (maids, bellman etc) | 4030 - Postage                         |
| 7130 Meals/Members(Unallocated) | 4041 - Phone Co (Home/Business Reim)         |  |