NALC BRANCH 2200 EXPENSE/MILEAGE REPORT

Revised 05/2023	NAME: SIGNATURE:			BILLING DATE:	
		# OF MILES			BRANCH USE ONLY
DATE	DESCRIPTION OF EXPENSE	if applicable		AMOUNT	PRES APPROVAL INITIALS MTG DATE
			Rate Per Mile		BRANCH USE ONLY
	MILEAGE: TOTAL NUMBER OF MILES				PAID - CHECK #
TOTAL AMOUNT OF BILL					DATE:
Please attach map/mileage documentation and ITEMIZED receipts for expenses within 60 days of expense incurred Must be received no later than Monday prior to Executive Board mtg to be considered at that month's membership mtg					AMOUNT: