

TEAMSTERS LOCAL 320 EXPENSE REPORT

NAME: _____

Period from: _____ to _____

Date	Explanation of Expense (who, what, where, why) ****REPRESENTATIONAL(R) POLITICAL(P) UNION ADM(U) CONTRIBUTION (C=) UNSURE = UNK IF A DUAL FUNCTION, PERCENTAGE DIVIDE BILL.	Number Attending	Bookkeeping Code	\$ Amount
mm/dd/yy	WHO, WHAT, WHERE, WHY, WHEN <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)
- 4020 - Offices Supplies/Printing, etc.
- 7120 - Meeting Rooms
- 7406 - Out of Town Tips (Maids, bellman etc)
- 7130 - Meals/Members (Unallocated)

- 7303 - Parking (with Receipt)
- 7401 - Out of Town Meals
- 7404 - Out of Town Shuttle/Parking
- 4030 - Postage
- 4041 - Phone Co (Home/Business Reim)