

**The West Virginia Humanities Council
Expense Report**

YOUR NAME: _____

DATE >>>>>>							
PURPOSE OF EXPENSE							
TO/FROM							
BREAKFAST							
LUNCH							
DINNER							
TOTAL MEALS							
TOTAL AUTO MILES							
@ \$.405/mile >>>>>>							
LODGING							
PHONE							
TAXI							
AIR-RAIL							
AUTO RENTAL							
PARKING-TOLLS							
MISCELLANEOUS							
TOTAL OTHER							
GRAND TOTAL							

SUMMARY

Total Expenses: \$ _____

Gift-In-Kind Donation \$ _____

Amount Due To Me: \$ _____

ADDITIONAL REMARKS

I certify this expense account is an accurate summary of my actual necessary business expenses.

Signed: _____

FOR OFFICE USE ONLY

Check # _____ Date Paid _____

Account # _____

Amount \$ _____

Approved By: _____

Please mail check to: _____ Carry total to top of Summary