



LT. GOVERNOR QUARTERLY EXPENSE REPORT

Name _____

Division _____ Month(s) of: _____

**TRAVEL TO/FROM CLUBS IN DIVISION:
(ROUND TRIP, OTHER THAN HOME CLUB)**

**TRAVEL TO/FROM CLUBS IN DIVISION:
(ROUND TRIP, OTHER THAN HOME CLUB)**

<u>DATE</u>	<u>CLUB</u>	<u>MILES</u>
_____	_____	_____
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<u>DATE</u>	<u>CLUB</u>	<u>MILES</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL MILES _____

EXPENSES

**TOTAL MILEAGE FROM
COLUMNS 1 & 2**

_____ miles
x 31.5 cents per mile = \$ _____

TOTAL MILES _____

SIGNATURE _____

DATE OF REPORT _____

NOTE: PLEASE FILE THIS REPORT ON A QUARTERLY BASIS
REIMBURSEMENT IS LIMITED TO AMOUNT BUDGETED FOR THE FISCAL YEAR. THIS REPORT CAN BE USED TO SUBSTANTIATE TAX REPORTING DATA.
DO NOT USE THIS FORM TO REPORT MILEAGE TO LT. GOVERNOR TRAINING, DISTRICT BOARD MEETINGS OR THE DISTRICT CONVENTION. PLEASE REPORT THOSE ON THE LT. GOVERNOR DISTRICT MILEAGE EXPENSE REPORT.
KEEP ALL AVAILABLE RECEIPTS WITH YOUR COPY FOR TAX PURPOSES. PHOTOCOPIES MAY BE ATTACHED TO DISTRICT'S COPY.
MAIL THIS REPORT WITHIN 10 DAYS OF END OF QUARTER TO:
PNW KIWANIS, 5427 GLEN ECHO AVE, GLADSTONE, OR 97027-2627

FOR DISTRICT USE ONLY:
Acct. #605
Amount Paid \$ _____
Date Issued _____
Check # _____