



Signature: _____

Date	Expenses <i>(who, what, where, why...see back, attach receipts)</i>	Amount \$
	TOTAL	

Date: _____

Documentation required for claims

<i>Who?</i>	<i>What?</i>	<i>Where?</i>	<i>Why?</i>
You should identify who was involved in the meeting or activity in which the expenses were incurred. Specific names are necessary if those individuals are included in a meal you paid for.	This establishes the nature of the expense, for example breakfast, mileage, etc.	Identify the location where the expense was incurred, such as chapter #, restaurant name, city, etc.	Identify the business purpose of the expense or the event at which the expense was incurred.