TEXAS CATTLEWOMEN, INC.

Submit to: Marsha Shoemaker - P.O. Box 295 - Bellvue, TX 76228

Expense Report

NAME: _____ TITLE: _____ BEEF ACTIVITY (circle) YES NO

DATE OF TRIP: _____ PURPOSE OF TRIP: _____

RECEIPT #	DATE	DESCRIPTION	MILEAGE	PERSONAL CAR	AIR FARE	HOTEL	MEALS	TAXI	PARKING	PHONE	OTHER	TOTALS
			0	-								-
				-								-
				-								-
				-								-
				-								-
				-								-
				-								-
				-								-
				-								-
				-								-
				-								-
TOTALS			0	0	0	0	0	0	0	0	0	

Mileage is calculated at the current IRS rate (www.irs.gov for updates)

Current IRS Rate $0.54 (9/1-12/3/16 and $0.535 (1/1-8/31/17)

Each trip must have a separate expense report with orginal receipts attached. Tape receipts to blank paper and number for speed in processing.
Reports should be submitted within 30 days of event for reimbursement. If BEEF ACTIVITY is involved - report must be attached. All originals to be mailed to Treasurer.

SIGNATURE _____

Chair Approval: _____
(If approved via email - attach email to report) Date Approved

TCW Approval: _____
Date Approved

Acct No.: _____ Amount: _____
Acct No.: _____ Amount: _____ Date Paid: _____
Acct No.: _____ Amount: _____ Check # _____
Acct No.: _____ Amount: _____ Total Amount _____

MAIL PAYMENT TO: _____
Name Address City State Zip Telephone