

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	0

Mileage is calculated at the current IRS rate (www.irs.gov for updates) Current IRS Rate \$0.545 (1/1/18-12/3/18)

Each trip must have a separate expense report with original 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.: _____
Acct No.: _____
Acct No.: _____
Acct No.: _____

Amount: _____
Amount: _____
Amount: _____
Amount: _____

Date Paid: _____
Check # _____
Total Amount _____

MAIL PAYMENT TO:

Name _____ Address _____ City _____ State _____ Zip _____ Telephone _____