

USA Swimming - Adirondack, Inc. Travel Expense Report

Traveler's Name	
Reason for Travel	
Destination (City, State)	
Date Submitted	

Date	Description	Check One		Enter Amount (\$)							
		AD Credit Card or Check	Personal Expense (Reimburse)	Hotel	Transport	Fuel	Meals	Phone	Misc.	TOTAL	

INSTRUCTIONS:

1. Complete one expense account form for each trip or event. Complete the four boxes at top as indicated.
2. Enter information for each expense on its own line.
3. If the expense was made using an Adirondack check or credit card, mark "x" in the third column.
4. If the expense was made from personal funds, and needs to be reimbursed, mark "x" in the fourth column.
5. Enter the amount of the expense in the correct column. For example, if it was a \$7 expense for a taxi, enter "\$7" in the "Transport" column.
6. Total each row and column and grand total in bottom right box.
7. Scan and email the completed form to peterakalish@gmail.com or send by mail to: Peter Kalish, 11 Sandalwood Drive, Clifton Park, NY, 12065.