



## EXPENSE REPORT

Please attach an ACH Direct Deposit Authorization Form if you choose ACH payment method.

<b>Name:</b>	<b>Purpose of Trip or Expense:</b>
<b>Please select payment method below:</b> <span style="color: blue;">Check</span> <b>OR</b> <span style="color: blue;">ACH Direct Deposit</span> <b>Payment Payable To:</b> <span style="color: blue;">(Please List Attendee or Agency Name Below)</span>	
<b>Mailing address:</b>	

**Affiliated Agency:**

Date	Description	Amount*
<b>Total Expenses</b>		

<b>Signature:</b>	<b>Date:</b>
<b>Approval:</b>	<b>Date:</b>

\*Please attach all receipts to this expense report, with the exception of meals. Expenses without a receipt will not be reimbursed.