

# *Fairway Golf Club*

## **Expense Report**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Cell/Home phone \_\_\_\_\_

Today's Date \_\_\_\_\_

Activity/Function \_\_\_\_\_

Date Expense Incurred	Company/Person Paid	Description of Expense	Amount Paid
		<b>Total</b>	
		<b>Amount of Cash Advance</b>	
		<b>Amount Due or Returned</b>	

Your Signature \_\_\_\_\_

Financial Secretary \_\_\_\_\_

**PLEASE ATTACH ALL RECEIPTS TO THIS REPORT**