

Fairway Golf Club

Expense Report

Your name _____

Home phone _____ Cell phone _____

Today's date _____ Activity/Function _____

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

Your signature _____

Financial Secretary _____

PLEASE ATTACH ALL RECEIPTS TO THIS REPORT