

DISTRICT FIVE LEADERSHIP WORKSHOPS 2015 - 2016 EXPENSE REPORT SHEET

Please complete and return to: **DUANE KITTLESON**
DISTRICT FIVE S/N TREASURER
 Email: dkittverona@gmail.com 6225 Mineral Point Rd., Apt. D90
 Madison, WI 53705

- 1) Date of workshop: _____
- 2) Location of workshop: _____
- 3) Number of attendees: _____
- 4) Lodges represented, list lodge name and number:

Lodge Name	Lodge Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach a copy of the meeting agenda if available.

ALLOWABLE EXPENSES FOR PRESENTER AND MEETING

- | | |
|---|-----------------|
| 1) Printing for mailing letters, envelopes. | \$ ____. |
| 2) Postage. | \$ ____. |
| 3) Mileage. | \$ ____. |
| 4) Meals. | \$ ____. |
| 5) Lodging. | \$ ____. |
| 6) Other office supplies; flip chart paper, markers, etc. | \$ ____. |
| 7) Meeting place (hall) rental. | \$ ____. |
| 8) Leadership meeting luncheon. | \$ ____. |
| TOTAL | \$ ____. |

I will need to know who to make the check out for the meeting hall and luncheon (**up to \$5.00 per person**). District Five will pay these two items directly if you choose or Directors may include on their expense reimbursement form. Please provide receipts for your individual expenses.