West Virginia State Council Knights of Columbus

Mail to:

EXPENSE REPORT

K of C State Secretary
Darrell Capral
112 Murray Avenue
Fairmont, WV 26554-1955
304-367-0450 **e-mail:** **dcapral@ma.rr.com**

Name:				From Date:		
Address:				To Date:		
City & Zip:				Phone:		
Reason for Expense:						
Below - List the Details of Expenses Incurred						
Date	Description of Expenses	Meals	Lodging	Transportation	Auto mileage $0.45/Mile one way	Other
	Item Totals:					
				Total Expenses		
				Amount Due		

Comments/Notes:

Signature: Title: Date:

Approval: Title: Date:

ATTACH ALL RECEIPTS TO THIS EXPENSE REPORT