

# Student Government Association

## REINHARDT UNIVERSITY EXPENSE REPORT

NAME:			DEPARTMENT:					REPORTING PERIOD		ACCOUNT(S) TO BE CHARGED					
								FROM	TO						
PURPOSE/LOCATION:															
		Date		Date		Date		Date		Date		Date		TOTALS	
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		
Personal Mileage															
Reimb @ 56.5¢ per mile															
Airfare															
Rental Car															
Telephone															
Parking															
Taxi															
Other															
Lodging															
Entertainment Expense															
Breakfast <i>(see max amount below)</i>															
Lunch <i>(see max amount below)</i>															
Dinner <i>(see max amount below)</i>															
TOTAL CASH/CHARGES															
													TOTAL EXPENSES		
													ADVANCE RECEIVED		
													DUE EMPLOYEE		
													DUE COLLEGE (FUNDS ATTACHED)		

\*\* ATTACH ORIGINAL RECEIPTS FOR ALL EXPENSES.  
 \*\* INCLUDE ALL EXPENSES PAID IN CASH OR CHARGED  
 ON PERSONAL CREDIT CARD  
**Maximum Meal Reimbursement Amounts:** Breakfast = \$10.00 Max  
*(All maximum meal amounts include tip. Tip not to exceed 15%)* Lunch = \$12.00 Max  
 Dinner = \$20.00 Max

\_\_\_\_\_  
 Purchaser Signature

\_\_\_\_\_  
 SGA Treasurer Signature

\_\_\_\_\_  
 Club Advisor Signature

\_\_\_\_\_  
 SGA Advisor Signature