

COMMITTEE EXPENSE STATEMENT
Michigan State Chapter P.E.O. Sisterhood

Revised: 6/2022 bgt

Committee _____ Year _____ From: _____ To: _____
 Name _____
 Address _____

EXPLANATION

This expense statement is for standing and special committee expenses paid by Michigan State Chapter. Please send a copy of this statement, along with copies of receipts to the following persons: President, MSC; Treasurer, MSC; Asst. Treasurer, MSC; and the Committee Chair. Please keep a copy for your records with the original receipts.

I certify that all items included on this expense sheet were and/or will be used for P.E.O. business and any personal use is nominal and insubstantial. Receipts, bills or similar documentary evidence of charges are attached to support reimbursement of such business expenses.

Signed: _____ Date: _____

FOR THE EXPENSES LISTED, ATTACH COPIES OF RECEIPTS EXCEPT FOR MILEAGE WHICH IS .50 CENTS/MILE

OPERATING FUND EXPENSES (AOO) Including State Convention display expenses not to exceed \$75.

Operating Expenses	PRINTING(.1)	POSTAGE (.2)	SUPPLIES(.3)	# of MILES	MILEAGE (.4) @ .50/mile	MEALS (.5)	TOTAL
							\$0.00
							\$0.00
							\$0.00
							\$0.00
TOTAL	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

STATE CONVENTION EXPENSES (B00 700) Mileage to convention, Registration for project speaker.

State Conv. Expenses				# of MILES	MILEAGE (.4) @ .50/mile	MEALS (.5)	TOTAL
							\$0.00
							\$0.00
							\$0.00
							\$0.00
TOTAL	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

TOTAL EXPENSES: \$0.00

<u>Committee</u>	<u>Comm. #</u>	<u>Committee</u>	<u>Comm. #</u>
Amendments & Rec	620.1	MI Cottey & Scholarship	635.1
Finance & Budget	620.2	ELF Committee	640.2
Historian	620.3	IPS Committee	640.3
Membership	620.4	PCE Committee	640.4
Nominating	620.5	PSA Committee	640.5
Unaffiliate Coordinator	620.7	STAR Committee	640.7
Technology	620.9		