

## EXPENSE REPORT

VHHA

VHREF

VHHA SERVICES

\_\_\_\_\_

NAME	REPORTING PERIOD

### LODGING

Date	Trip Purpose	Hotel	Tips	Room Amount
<b>Total Lodging Expenses</b>				

### MEALS

	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Date							
Breakfast							
Lunch							
Dinner							
Tips							
Sub-Total							
<b>Total Meal Expenses</b>							

### ENTERTAINMENT

Date	Meals (for whom)	Amount
Date	Other (explain)	Amount
<b>Total Entertainment Expenses</b>		

**TRANSPORTATION**

Description and Date	Amount
Parking	
Taxi & Limo	
Gas	
Tolls	

**Total Transportation Expenses**

**PERSONAL AUTO EXPENSE**

Date	Destination	Miles

**Total Miles**

**Total Personal Auto Expenses  
(EFF 1/1/15: x .57.5)**

**OTHER EXPENSES**

Date	Description	Amount

**Total Other Expenses**

**GRAND TOTAL - ALL EXPENSES**

Submitted By:	Approved by President: