

# CRA EXPENSE REPORT

Name:  
 Address:  
 City, State, Zip:

### Travel Details

Location	Reason for Travel					
<b>DATE</b>						<b>TOTAL</b>
Hotel						0
Breakfast						0
Lunch						0
Dinner						0
Phone						0
Taxi/Subway						0
Parking						0
Mileage \$.365/mile						0
Tips						0
Entertainment						0
Airfare/Train						0
Misc.						0
<b>CASH TOTAL</b>	0	0	0	0	0	0

### ENTERTAINMENT/MEAL DETAILS

DATE	BUSINESS PURPOSE	ESTABLISHMENT/CITY/STATE	LIST OF ATTENDEES

SUBTOTAL 0  
 AMT REIMBURSED BY CRA    
 AMT DUE TO CRA  

NOTES:

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REIMBURSEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 AUTHORIZING SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_