# Expense Report

**REASON FOR TRAVEL:** _____

**TRAVEL DATE(S):** _____

**NAME:** _____

**BOD POSITION:** _____

**ADDRESS:** _____

**PHONE:** _____

| Date | Account | Description | Total |
|---|---|---|---|
| | | | |
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | $ - |
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| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | $ - |
| | | | **Total: $** |

**APPROVED BY:** _____

**Please email or fax expense report and all receipts to:**
**Email: ceo@negboard.com**
**Fax: 706-781-3032**