

**USATF SOUTH CAROLINA EXPENSE REPORT**

**NOTE: ORIGINAL RECEIPTS MUST BE ATTACHED. A GOOGLE MAP MUST BE ATTACHED FOR ALL CLAIMS FOR MILEAGE. IF REPORTING A MEAL FOR A GROUP OF PEOPLE - ALL PERSONS ATTENDING MUST BE REPORTED. FOR NATIONAL ANNUAL CONVENTION EXPENSES A POST REPORT MUST ALSO BE SUBMITTED.**

**EVENT/ASSOCIATION PURPOSE OF THIS REPORT:** \_\_\_\_\_  
 \_\_\_\_\_

**DATE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

| <b>ACCOUNT</b>                               | <b>AMOUNT</b> | <b>BUSINESS PURPOSE</b> |
|--|---------------|-------------------------|
| <b>CHAMPIONSHIP EVENTS</b>                   |               |                         |
| Bib Numbers                                  |               |                         |
| Awards                                       |               |                         |
| Facility Rental                              |               |                         |
| Hotel/Lodging                                |               |                         |
| Timing                                       |               |                         |
| Trainers                                     |               |                         |
| Janitorial                                   |               |                         |
| Ammunition                                   |               |                         |
| Officials                                    |               |                         |
| Meals - Officials/Volunteer                  |               |                         |
| Volunteer shirt/gift                         |               |                         |
| Postage/Shipping                             |               |                         |
| Printing/Copying/Supplies                    |               |                         |
| Other  |               |                         |
| <b>MEETING EXPENSE</b>                       |               |                         |
| Facility Rental                              |               |                         |
| Food   |               |                         |
| Printing/Copying/Supplies                    |               |                         |
| <b>NATIONAL CONVENTION AND WORKSHOPS</b>     |               |                         |
| Registration Fee                             |               |                         |
| Hotel/Lodging                                |               |                         |
| Travel                                       |               |                         |
| Per Diem - note # days and arrival/departure |               |                         |
| Luggage - 1 bag only reimbursed              |               |                         |
| <b>ASSOCIATION OPERATIONS</b>                |               |                         |
| Postage/Shipping                             |               |                         |
| Office Supplies                              |               |                         |
| Website                                      |               |                         |
| Storage Unit Rental                          |               |                         |
| Equipment                                    |               |                         |
| Travel                                       |               |                         |
| Advertising                                  |               |                         |
| Awards                                       |               |                         |
| Other  |               |                         |
| Other  |               |                         |
| Other  |               |                         |
| Other  |               |                         |
| <b>TOTAL EXPENSE REPORT</b>                  |               |                         |