

**Kenosha County Association for  
Home & Community Education**

***Expense Form***

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Committee: \_\_\_\_\_

**EXPENSES SUBMITTED:**

|  |          |
|--|----------|
| Speaker Honorarium:  | \$ _____ |
| Meals:   | \$ _____ |
| Supplies / Decorations:  | \$ _____ |
| Mileage: District Meeting*: _____ miles @ <u>50¢</u>                 | \$ _____ |
| Other Mileage: (for board approved events): _____ miles @ <u>50¢</u> | \$ _____ |
| Other: _____   | \$ _____ |

\* If you drove to District meeting, list riders: \_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT:** \$ \_\_\_\_\_

Check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mail to: Current Association Treasurer. Allow 2 weeks for processing and mailing.

*All expenses need to be in to the County Treasurer before the 15th of December of current year, as books need to be closed for auditing.*

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Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Check paid on \_\_\_\_\_

Check # \_\_\_\_\_

- General Account  
 Education/Service Account

10/15