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 office 215.561.1700 | bookstore 800.966.4556  
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## Report of Expenses for FGC Committee Members & FGC Volunteers

This form is used to record expenses for a particular meeting, event or project. Before completing this form, read the detailed instructions and explanations that accompany it. Also, remember to retain a copy of this form for your own record-keeping purposes. *Thank you for your important support of FGC's work!*

Name \_\_\_\_\_

Address \_\_\_\_\_

Monthly Meeting \_\_\_\_\_ Yearly Meeting \_\_\_\_\_

Volunteer Service Date(s) \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ (starting & ending dates of meeting)

Committee \_\_\_\_\_ Purpose of Work \_\_\_\_\_

Location \_\_\_\_\_ (city, state)

<b>Personal Car</b>	\$ _____ <i>Tolls</i>	\$ _____ <i>Parking</i>			
	_____	x \$0.14/mile =	\$ _____		
	<i>Miles driven</i>	<i>(Current IRS rate)</i>		<b>Total</b>	\$ _____
<b>Car Rental</b>	\$ _____ <i>Tolls</i>	\$ _____ <i>Fees</i>	\$ _____ <i>Gasoline</i>	<b>Total</b>	\$ _____
<b>Other Travel</b>	\$ _____ <i>Air Fare</i>	\$ _____ <i>Bus/Train Fare</i>	\$ _____ <i>Rideshare/Taxi/Limo</i>	<b>Total</b>	\$ _____
<b>Meals/Lodging</b>	\$ _____ <i>Meals</i>	\$ _____ <i>Lodging</i>	\$ _____ <i>Registration</i>	<b>Total</b>	\$ _____
<b>Other Expenses</b>	\$ _____ <i>Telephone</i>	\$ _____ <i>Duplicating</i>	\$ _____ <i>Postage</i>		
	\$ _____ <i>Other</i>	_____	_____	<b>Total</b>	\$ _____
		<i>(please explain)</i>			

**GRAND TOTAL for this trip/event/project**

**TOTAL \$ \_\_\_\_\_**

**Amount contributed by Myself (Unreimbursed Expenses)**

\$ \_\_\_\_\_

**Amount covered by my Yearly Meeting**

\$ \_\_\_\_\_

**Amount covered by my Monthly Meeting**

\$ \_\_\_\_\_

**Amount of FGC reimbursement (requires prior approval)**

\$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**FGC Authorization:** Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_