

## Morley Foundation Expense Report

NAME: \_\_\_\_\_

PERIOD ENDING: \_\_\_\_\_

BUSINESS PURPOSE OR BENEFIT DERIVED: \_\_\_\_\_

DATES									Total
1. MILEAGE @ \$0.58/MILE									
2. ROOM									
3. BREAKFAST									
4. LUNCH									
5. DINNER									
6. PARKING									
7. TRANSPORTATION									
8. CAR RENTAL									
12. SUPPLIES									
15. SEMINAR or CONFERENCE									

TOTAL EXPENSES	
LESS MONEY OWED TO MORLEY FOUNDATION	
AMOUNT DUE	
APPROVALS	

_____ SIGNATURE	_____ DATE SUBMITTED  _____ DATE PAID
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PLEASE ATTACH ALL RECEIPTS TO EXPENSE FORM

A maximum of 250 miles one way will be paid for travel to Foundation Board Meetings