✎AO 37
(Rev. 11/87)

Administrative Office of the United States Courts

EXPENSE LEDGER [1]

PERIOD ENGING

				SUBSTITUTES									RENT										
PAYEE	DATE	CHECK NUM-BER	INVOICE NUM-BER	FOR AB-SENCE	FOR TRAN-SCRIPTS	NOTE READ-ERS	TRAN-SCRIB-ERS	TYPISTS	SCOPERS	OTHER CLERI-CAL [2]	EMPL. CONTR. (FICA, ETC.)	TRAVEL EX-PENSES FOR SUBS.	COPY EQUIP.	CAT EQUIP.	OTHER [2]	EQUIP. RE-PAIRS, MNTNC.	POST-AGE	TELE-PHONE	OTHER COMM-UNICA-TION [2]	SUP-PLIES AND MTRLS.	OTHER EX-PENSES [2]	TOTAL	REMARKS

(All previous editions of this form are cancelled and should be destroyed.)

Footnotes:
[1] Maintain separate ledgers for official and private work.
[2] Show in "Remarks" type of expense.