Durham Cycling Club Inc.		xpense Report	
Name:		ER No:	
Reference:			
Date	Expense Details	Amount	
	Total Claimed		
	·		
Signature:	Date:		

## Notes for completing expense report

- 1 Fill out top section leaving ER No. Blank.
- 2 Itemize expenses and enter amount.
- 3 Total all expenses
- 4 Sign and date.
- 5 Attach receipts and submit to the Secretary/Treasurer.