THE QUESTERS

EXPENSE REPORT FORM
Unchartered State/Provincial Organizers

SEND TO: International First Vice President
(Must be received by May 1st to be approved and processed by fiscal year end-May 31st)

FROM: ________________________________ ______________________________
Print: State/Provincial Organizer’s name State or Province

MILEAGE: ________miles x 14 cents a mile (IRS Charitable rate) $__________
to/from ______________________________ event/reason for travel_____________________
dates ______________________________

International Policy 19B - REIMBURSEMENT of STATE/PROVINCIAL ORGANIZERS in
Unchartered States and Provinces for the recruitment of new members. RECEIPTS ARE
REQUIRED to receive reimbursement for the following. Retain copies for your files.

ANNUAL LUNCHEON at Int’l Quester Convention: $__________
(convention registration or confirmation serves as receipt)
TELEPHONE (long distance calls): $__________
POSTAGE: $__________
PRINTING/COPYING: $__________
ADVERTISING: $__________
MEETING ROOM RENTALS: $__________
TOTAL EXPENSES: (not to exceed $350 annually) $__________

Signature_________________________________________ Date____________________

Address_____________________________________________________________________

City________________________ State/Province ________ Zip/PC__________
(Please print address clearly)

For Office Use: (RECEIPTS attached? ________)

Approved by International First Vice President________________________ Date_______

Approved by International Treasurer ________________________________ Date_______

Revised 2018
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