

Expense Check # \_\_\_\_\_  
Date \_\_\_\_\_  
(Office use only)

## 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 31<sup>st</sup>)**

**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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