

Expense Report Form
Council 12579

To: Financial Secretary - Council 12579

Date: _____

From:

Pay to:

Warrant Voucher # _____

Function:

Check # _____

Attached Invoice Amount: \$ _____

Line Item # _____

Advance Amount: \$ _____

Items for Reimbursement:

Item	Amount
Sub-total:	
Less Advance:	
Total Reimbursement Due:	

Approvals:

Trustee 1st. Year - _____

Trustee 2nd. Year - _____

Trustee 3rd. Year - _____

Grand Knight - _____

Financial Secretary - _____

Note: The Recorder shall record this bill then submit it to the Trustees for approval before being read to the council by the Financial Secretary.