



American Scientific Glassblowers Society

Travel Expense Report

Meeting Location _____

Date of Meeting _____

Personal Vehicle Mileage _____ X _____ cents/mile = \$ _____ (enter below)

Date	Origination	Destination	Transportation Airfare	Shuttle/ Mileage	Lodging	Total

Members are encouraged to have their section contribute to the expenses of the traveler.

Total Expenses \$ _____

Less Section Contribution \$ _____

Total Expenses Due Traveler \$ _____

Name _____

Address _____

City _____ State _____ Zip _____

All receipts are attached and I agree the expenses submitted comply with ASGS guidelines.

Signature _____ Date _____

Approved By _____ Date _____

Expense Code _____