



Atlantic Central District
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expense report

● Optimist:	
● Title:	
● Date:	

Reports not filed by the 10th of the month following the end of each quarter (except the last quarter when they are due by Oct. 5th) are at risk of losing budgeted funds.

DATE	DESCRIPTION	MILES	AMOUNT (miles x \$.30)	PER DIEM (Lt. Govs)	SUPPLIES (copies)	POSTAGE	PHONE	TOTAL
TOTALS								

Attach receipts for supplies, postage and phone.

● Signature _____ Date: _____
 Approved _____ Date: _____