

**AMVETS Post 18  
Expense Report**

<b>Name:</b>	
<b>Address:</b>	

Date	Bdgt Code	DC Reimb Invoice	Activity	Description of Expense	Amount
				Hotel Cost:	
				Total Miles Traveled:	
				<b>Total Amount</b>	

- 201 National Dues Portion of member dues payable to AMVETS National.
- 202 Department Dues Portion of member dues payable to AMVETS Department of Virginia.
- 203 Canteen Expenses Cost of stocking Canteen items, i.e., food, drinks, paper products, etc.
- 204 Office Administration Administrative office expenses.
- 205 Capital Expenditures Equipment and expenditures with an expected life of two (2) years or more.
- 206 Benevolent/Decedent Fund Flowers, cards, etc., sent to or in memory of members and their families.
- 207 Insurance/Bond Insurance and Surety Bond premiums.
- 208 Legal/State Corp Comm Legal fees and State Corporation Commission fees.
- 209 Community Service In support of programs or projects as identified by the Post.
- 210 National Programs In support of programs of projects as endorsed by AMVETS National.
- 211 Fundraising Activity Prizes and administrative costs for fundraising.
- 212 Quartermaster Expenditures to wholesale companies for inventory for Quartermaster store.
- 213 Savings Funds transferred from checking account to savings account.
- 214 DEC/Convention Travel Travel reimbursement to Dept. Meetings/Conventions, or National Conventions.
- 215 DEC Hosting Expenses Cost of hosting DEC meetings.
- 216 Rent/Mortgage Monies paid to provide Post meeting facilities.
- 217 Utilities/Storage Public utilities, telephone, renting of storage facilities.
- 218 Post Morale Fund Support of functions such as ceremonies, recognitions, and social gatherings.
- 219 Contingency Fund Unexpected or unprogrammed expenses.
- 220 Post Travel Travel reimbursement to members performing Post business.
- 221 Post Dues Overpayment of Post Dues
- 222 Association Dues Association payments - American Legion, Veterans Council, etc.

<b>Submitted By:</b>	<b>Date Submitted:</b>	
<b>Finance Officer:</b>	<b>Date Paid:</b>	<b>Check No.</b>