



EXPENSE REPORT

EdTA AR
 815 Technology Drive #241417
 Little Rock, AR 72223

INSTRUCTIONS: If you have been authorized for travel or other expenses for AR EdTA, please complete this PDF and submit at your earliest convenience. Attach all receipts for approved purchases and expenses made on behalf of AR EdTA. For quicker payment, scan and email this form and your receipts and email to treasurer@arkansasthespians.org or you can mail to the address above.

Name:	
Email:	
Best Phone Number:	
Make Check Payable To:	
Address:	
City, State, Zip Code:	

Mileage: AR EdTA will reimburse mileage at the rate of .545 per mile when you use your personal vehicle for AR EdTA approved business.

Date of Trip	Purpose	Roundtrip Mileage	Total

Total for Mileage

Expenses: AR EdTA will reimburse you for authorized expenses. Complete the table below.

Date of Expense	Purpose	Location	Total

Total Expenses

Date Report Submitted: Signature
