

NETA Trusted Servants Expense Report Sheet

Name & _____

Service _____

Position _____

Please report expenses only as they apply to your service position and budget

Date	Event	Room	Travel (Mileage) *	Meals	Copying	Phone	Postage	Misc.	Totals
			.30 x _____						
			.30 x _____						
			.30 x _____						
			.30 x _____						
			.30 x _____						
			.30 x _____						
			.30 x _____						
			.30 x _____						
									TOTAL

* Mileage Formula is \$0.30 times mileage = Total Dollar Amount