

**FFD Revenue Report / Expense Reimbursement Request**

Revised Jun 26, 2016

**Event / Submitter**

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Name of event, project or activity  
Date of event / Submitted to treasurer by

**Revenue Report**

**Deposited on**

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Donations (shuttle, etc.)	\$ _____
If shuttle, give driver's name.	\$ _____
Pre-paid meeting meals	\$ _____
Membership fees / badges	\$ _____
Merchandise sales	\$ _____
Other	\$ _____
Exchange Revenue [In- or Out-bound]	\$ _____

**Expense Reimbursement Report**

**Check #**

**Payable to:**

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Gifts / Donations	\$ _____
Meeting expenses	
Restaurant (pre-paid, comp)	\$ _____
Library room rental	\$ _____
Pgm speaker / entertainer	\$ _____
Other (decorations, food, bev, etc)	\$ _____
Membership	
Badges	\$ _____
FF Intl fees	\$ _____
Yearbook printing	\$ _____
Publications	
Internet hosting/domain	\$ _____
P.O Box Rental	\$ _____
Printing newsletters/flyers	\$ _____
Office Supplies	
Computer software, etc.	\$ _____
Postage expenses	\$ _____
Office Supplies	\$ _____
Miscellaneous	
New Member Luncheon	\$ _____
Christmas Party	\$ _____
Inbound Exchange Director Stipends	\$ _____
Sunshine cards	\$ _____
Merchandise - purchases	\$ _____
Conference Expenses	\$ _____
Exchange Expense [In- or Out-bound]	\$ _____