

**North Garland Baptist Fellowship Expense Report** Date: 1/0/1900

Weekly Hours Summary | Member Name: \_\_\_\_\_ | Ministry \_\_\_\_\_ | E-Mail: \_\_\_\_\_ | Select Wk Ending Date: \_\_\_\_\_

← Cost Summary →			← Travel Expense Breakdown →							← Additional Expense Breakdown →				Description Other (must be complete for General Expense)
Date	Account/Ministry	Description	Expenses	Books/Material	Conference	Technology	Transport	Gas	General Expense*	Parking/Tolls	Mileage	Mileage Expense	Meals	
			Total Daily Expenses											
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Total for Week			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
												\$0.00 Daily	\$0.00	\$0.00 Average

Member Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Authorized Representative or Ministry Leader (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_