

# 2010 Young Cooperator Expense Report

Event \_\_\_\_\_ Location \_\_\_\_\_ Dates \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**Meals**

Date	Breakfast	Lunch	Dinner	Total

**Meals Total**     \$ \_\_\_\_\_

**Travel**

Date	Miles	Amount	Total
		X \$0.50	
		X \$0.50	
		X \$0.50	
		X \$0.50	

**Travel Total**     \$ \_\_\_\_\_

**Miscellaneous**

Date	Explanation	Amount

**Miscellaneous Total**     \$ \_\_\_\_\_

**Grand Total**     \$ \_\_\_\_\_

\_\_\_\_\_  
YC Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Communications Manager Signature

\_\_\_\_\_  
Date

Please print, sign, **attach all receipts** and return this form to:  
Communications Department, 1985 Isaac Newton Square West, Reston, VA 20190