

EAMA EXPENSE REPORT

(Committee/Activity)

Submitted by: _____

<u>Date</u>	<u>GEAR or Non-GEAR</u>	<u>Description</u>	<u>\$Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total:			=====

Approval Required

Non-GEAR Related Expense: Eastern Area Vice President

GEAR Related Expense:

Below Budget

- 1. \$500 or less
- 2. More than \$500

Committee Chairperson
Rally Master

Over Budget

- 1. Any Amount

Eastern Area Vice President

Approved (Signed/Date)

Note: Attach receipts and forward to applicable Approver or Treasurer.

Date Paid: _____

Check #: _____