



Filipino American Association of Pittsburgh, Inc.

Expense / Event Report

Expense / Event _____ Date _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

*(Please be specific in listing items and amounts. This will help future event planning.
Use the back of this form when necessary.)*

Approved By: _____ **Total** _____

Make check payable to: _____

Mailing address: _____

(Staple Receipts Here)

(All expense reports should be submitted to the committee chair within 15 days from the event date. The committee chair will present the reports to the treasurer for payment. Event expenses are reimbursed at cost. All labor is assumed to be donated unless otherwise specified. Late submissions may result in forfeiture of reimbursement.)