

Expense Report - Staff/Volunteers

Employee Name

SSN

Position

Pay Period

From	
To	

11138 Treynorth Drive, Suite B

Cornelius, NC 28031

Phone: 704.894.9995

Fax: 704.894.9968

[illegible]

Please attach all receipts to Expense Report. Checks are cut twice a month.

<i>Signature</i>	<i>For Office Use Only:</i>	<i>Amount Paid</i>	<i>Check #</i>	<i>Budget Code</i>	<i>Date</i>