

FRVA EASTERN AREA

EXPENSE/REIMBURSEMENT REPORT

<u>Date</u>	<u>GEAR</u> <u>Non-GEAR</u>	<u>Description</u>	<u>\$ Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Total: \$ _____

Name: _____ **Address:** _____ **Email:** _____

Phone: _____ **Signature:** _____ **Date:** _____

All Gear Expense - Approval Required by Rally Master
\$50.00 to \$1,500.00

Signature of Rally Master

DATE: _____

All Other Expenses - Approval Required by Eastern Area President

Signature of Eastern Area President

DATE: _____

Note: Attach receipts and email to applicable approver

Date Received: _____ Date Paid: _____ Check #: _____

Revised 8/2026

FRVA EASTERN AREA

TRIP EXPENSE REPORT

Date: _____ Reason for trip: _____

From: _____ To: _____ Mileage: _____

Date: _____ Reason for trip: _____

From: _____ To: _____ Mileage: _____

Date: _____ Reason for trip: _____

From: _____ To: _____ Mileage: _____

Date: _____ Reason for trip: _____

From: _____ To: _____ Mileage: _____

Total mileage (2026-GSA.gov)

Amount

Miles (non-RV) **X \$0.76**

\$ _____

Miles (with RV) **X \$1.52**

\$ _____

Tolls

\$ _____

Rally Fee

\$ _____

Campground

\$ _____

Other list & explain

\$ _____

Total of above expenses

\$ _____

Name: _____ **Address:** _____ **Email:** _____

Phone: _____ **Signature:** _____ **Date:** _____

Approval Required by Eastern Area President

Signature of Eastern Area President

DATE: _____

Note: Attach receipts and email to Eastern Area President

Date Received: _____ Date Paid: _____ Check #: _____

Revised 8/2026