

EXPENSE DOCUMENTATION

(Complete a separate form for each individual business activity or Promotional hosting event and attach receipts)

Name _____

Promotional Hosting

Business & Meeting Expense

Date Expense Incurred _____

Amount _____

Personal Charge

Port Charge

Executive Director Approval

(Staff meeting expenses, public meeting costs, training costs, recognition awards – See Resolution 989C)

Describe Expenditure:

Charge to:

Describe Benefit to Port (Approved objectives of promotional hosting/business & meeting expenses are described in Port Resolution 989):

List persons in attendance at activity/event:

_____	_____
_____	_____
_____	_____
_____	_____

Approved for Reimbursement:

Employee: _____

Dist/Dept Manager: _____

Auditor: _____