



Oak Ridge Community Church

6120 Day Long Lane
Clarksville, MD 21029

Phone: 410-531-6618
Fax: 410-531-6628
Email: info@oakridgecc.org

Expense Report

Ministry: _____

Name: _____

Date	Description	Transportation/Mileage	Lodging	Meals	Other	Total
Column Totals						
Subtotal						
Less cash advanced						
Total owed to you						
Total due						

Submitters Signature: _____

Date: _____

Approved by: _____

Date: _____

Date	Person(s) Entertained	Title	Business Purpose	Name of Place	Total
Total					

Receipts must be attached to expense form.

