Pennsylvania Wing Civil Air Patrol
Pennsylvania Wing Headquarters
Bldg 3-108
Fort Indiantown Gap
Annville, PA 17003

Tel: (717) 861-2335
Fax: (717) 861-2164
E-mail: PAWGHQCAP@aol.com

Expense Report

P

Check to be paid to the order of: _____

Address to be sent: _____

_____

List of Categories:

- Office Supplies
- Office Equipement
- Materials & Supplies Training Aids
- Telephone
- Postage & Shipping
- Printing & Publications
- Travel Meals Fuel Tolls
- Conferences & Meetings Meals Fuel Tolls
- Awards
- Bookstore Purchases
- Purchases from CAP Supply Depot

- **ATTACH ALL ORIGINAL RECEIPTS TO THIS REPORT**

Date	Vendor	Description	Dept. to be Charged	Category to be Charged	Amount

Total _____

These expenses have been incurred and were necessary to conduct Civil Air Patrol Business and I request reimbursement.

Date

Submitter's Signature _____

Department Director's Signature _____

Approved By