



Field Activity Expense Report

(Division, Regiment, Battalion or Unit Activities)

Name: _____ Telephone # _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Div/Reg/Bn/Unit: _____

Activity: _____ Location: _____

Dates: Depart: _____ Return: _____

Position Held at Activity: _____

Expenses	Amount
A. Lodging (Not to Exceed \$120.00 per night)	
B. Meals (Not to Exceed \$50.00 per day)	
C. Air Transportation (Economy)	
D. Ground Transportation (Total Miles X \$0.54 = Amount)	
Odometer: Start Finish Total Miles	
E. Other	
Total Expenses	
All Expenses, except Mileage, must be supported with receipts.	
All receipts must be submitted with the Expense Report.	

I, _____, certify that all the expenses above were incurred while on official Young Marines' business, the information provided above is correct and I have not received reimbursement from any other source for these expenses. I further certify that I am not personally profiting in any way from this request.

Claimant's Signature: _____ Date: _____

All Expense Reports must be submitted within 30 days of the ending date of the attended function. Expense Reports received beyond 30 days will be denied.