

Oregon Diabetes Educators



EXPENSE REPORT

<i>Include Category and Description (see page 2)</i>	
<i>Attach receipts and mail to: Terry S. Cornell, Treasurer @ 760 Red Cedar Court, Eugene, OR 97402</i>	Total Expense \$

Expense submitted by _____
Name (Payee) Signature

Date _____ Mailing Address _____

Check Amount \$ _____ Date Disbursed _____ Estimated delivery date _____
Check # On-Line [] Quicken

Oregon Diabetes Educators



Categories and Descriptions

Administrative Expense	Annual Meeting Expenses
AADE	Audio Video
Annual President Meeting	CEU Applications
Board Meetings .55¢ per mile	Education Award
Postage	Food, Room
Printing	Gifts and Awards
Supplies	Marketing (Mailing list/raffle baskets)
State of Oregon – Nonprofit fee	Postage
Legislative and Lobby	Printing
AADE	Site Visit
Display Table signs and materials	Speaker Honorarium
Other travel (not AADE)	Speaker Travel
Postage and Printing	Speaker Room/Deposit
Membership	Supplies
Misc (explain)	
Postage	
Printing	
Web Page	
Web hosting	
Web update	