

**Ship 502  
Travel/Work/Expense Report**

Submitted by:		Date:	
Description:			
Asset:	<i>(Which Boat etc)</i>		

**1 TRAVEL**

Vehicle:	
Destination:	
Total Miles:	

**2 WORK**

Adult:	<i>(No)</i>	Names:	
Youth	<i>(No)</i>	Names:	
Hours:	<i>(No)</i>	Total Hours worked	<i>(Total people x hrs)</i>

**3a EXPENSES**

Description	Expense (\$)	Asset <i>(if different from above)</i>
TOTAL:		

**3b REIMBURSEMENT**

Amount requested (Attach receipts):	
Donation to Ship:	<i>(Total Expense less Reimbursement request)</i>

Signature:	
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