

Expense Report

Charity Event Travel

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Event: [Event Name]

Location: [Event Location]

Purpose: Travel expenses incurred for attending the charity event

Expenses Breakdown

Date	Description	Amount
[Insert Date]	Flight to [Location]	[\$Amount]
[Insert Date]	Hotel accommodations	[\$Amount]
[Insert Date]	Meals	[\$Amount]
[Insert Date]	Transportation	[\$Amount]
[Insert Date]	Miscellaneous	[\$Amount]

Total Expenses: \$[Total Amount]

Thank you for your support of this charity event. Please let me know if you need any additional information or documentation regarding this expense report.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]