



**COASTAL CONSERVATION ASSOCIATION  
6919 PORTWEST DRIVE, SUITE 100  
HOUSTON, TEXAS 77024  
(713)626-4222**

FAX: (713) 626-5852  
EMAIL: [ccantl@joincca.org](mailto:ccantl@joincca.org)

**EXPENSE REPORT**

EMPLOYEE - Mailing Address: \_\_\_\_\_

LOCATIONS VISITED: \_\_\_\_\_

PURPOSE OF EXPENSE: \_\_\_\_\_

DATE	DESCRIPTION	TRANS/MILES	LODGING	MEALS	OTHER	TOTAL
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
<b>Column Totals</b>			\$	\$	\$	0.00

						Less cash advanced \$( )
						<b>Total due 0.00</b>
						Less total to be paid by CCA \$( )
						Total owed to employee \$

\_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved by:

Date: \_\_\_\_\_

**ENTERTAINMENT**

DATE	PERSON(S) ENTERTAINED	TITLE	BUSINESS PURPOSE	NAME OF PLACE	TOTAL
					\$
					\$
					\$
					\$
				<b>GRAND TOTAL</b>	\$

<b>FOR OFFICE USE ONLY APPROVAL</b>	
CCA _____	CCA-TEXAS _____
CHARGE TO: _____	
ACCT# _____	AMOUNT \$ _____
ACCT# _____	AMOUNT \$ _____

**RECEIPTS MUST BE ATTACHED TO EXPENSE REPORT**