GFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS
ITINERARY EXPENSE REPORT, 2026-2028

DATE SUBMITTED: ____________________ **TOTAL EXPENSE: $** ______________________

ITINERARY # _______________

DISTRICT/CLUB: ____

EVENT DATE:_______________________________________

CFWC OFFICER or CHAIRMAN SPEAKER:

____ ADDRESS:

_____________________________________ CITY: ____________________ ZIP:__________ PHONE:

__________________ EMAIL: ____

SIGNATURES REQUIRED

DISTRICT/CLUB PRESIDENT: ____

DATE: __________________

CFWC DIRECTOR OF FINANCE: ____

DATE: __________________

VEHICLE MILEAGE: # MILES: ______________ AMOUNT: $ ______________
(amount calculated by CFWC Dir of Finance using current IRS value)

OR

ECONOMY AIRFARE: FROM: ___________________________ TO: ___________________________

AMOUNT: $ ______________

HOTEL ($75.00 per night) Length of stay (# of nights): _________ AMOUNT: $ ______________

MEALS ($40.00 max per day: Breakfast $5.00; Lunch $15.00; Dinner $20.00)

Breakfast: ________ # Lunch: ________ # Dinner: _________ AMOUNT: $ ______________

AFTER THE EVENT

Mail completed expense report with a copy of itinerary request form and all receipts

to: Jill Drescher, CFWC Director of Finance
1001 Poplar
Wasco, CA 93280

Ph: 661-868-9953 / Email: jilldrescher@att.net

Revised 6/2026