

Loyola University Maryland
Club Membership Monthly Usage Form & Policy
Effective 12/1/09

Employee Name _____

Employee ID# _____

Month and Year of Usage ____ / ____

Initial here if there was no usage for the month _____

Name and Address of Club	Date of Use	Personal (Y/N)	Amount of Expenditure	Business Reason for Expenditure/Activity	Name & Business Relationship of Individual(s) Involved

Employee Signature

__/__/__
Date

VP Finance and Treasurer Signature

__/__/__
Date