✎AO 37
(Rev. 11/87)

Administrative Office of the United States Courts

EXPENSE LEDGER [1]

PERIOD ENGING

PAYEE	DATE	CHECK NUM-BER	INVOICE NUM-BER	SUBSTITUTES		NOTE READ-ERS	TRAN-SCRIB-ERS	TYPISTS	SCOPERS	OTHER CLERI-CAL [2]	EMPL. CONTR. (FICA, ETC.)	TRAVEL EX-PENSES FOR SUBS.	RENT			EQUIP. RE-PAIRS, MNTNC.	POST-AGE	TELE-PHONE	OTHER COMM-UNICA-TION [2]	SUP-PLIES AND MTRLS.	OTHER EX-PENSES [2]	TOTAL	REMARKS
				FOR AB-SENCE	FOR TRAN-SCRIPTS								COPY EQUIP.	CAT EQUIP.	OTHER [2]								
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(All previous editions of this form are cancelled and should be destroyed.)

Footnotes: [1] Maintain separate ledgers for official and private work.
[2] Show in "Remarks" type of expense.

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