| Account Number: | Advance Amount: |
| :---: | :---: |
| Event: | Date: |
| Destination: | Check Number: |
| Date Leaving: | Date Returning: |

## EXPENSES

| Date | Breakfast | Lunch | Dinner | Lodging | Other | (explain) | Total |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  |  | 0 |
|  |  |  |  |  |  | 0 |  |


| Expense - With Receipts: | Number of Employees: |
| ---: | :---: |
| Expenses - Without Receipts: | $\left.\begin{array}{c}\text { Number of Students: } \\ \text { Cash Refund: } \\ \text { TOTAL: } \\ \end{array} \quad \begin{array}{c}\text { Redeposit Date: } \\ \text { Cash Register Receipt \# }\end{array}\right]$ |

Business Office Signature: Printed Name:
Individual Settling Signature: $\qquad$

Supervisor's Signature:
Printed Name:

Duplicates of completed forms are not provided by Business Services. If a copy is desired please copy before turning in form for processing. Revised: 12/2/08

