

AGENCY ACCOUNTS

TRAVEL ADVANCE / REIMBURSEMENT RECEIPT SUMMARY

CLUB: _____

ACCOUNT #: 3275

Write the name of the vendor in the "Description of Receipt" (e.g. write "Exxon" instead of "gas") for each receipt that you have along with the date on the receipt. Write the total for that receipt in the applicable category on the same line. Add up the total for each category and write that amount at the bottom of each column. The sum of the four columns is entered under "Total Receipts From All Categories." Add additional pages if you have more receipts than there are spaces available. These reports are due within 5 business days of return from your trip. All money must be accounted for in the form of a valid receipt or the return of unspent funds.

DESCRIPTION OF RECEIPT	DATE	TRANSPORT	MEALS	LODGING	OTHER
TOTAL RECEIPTS FOR EACH CATEGORY					

AMOUNT OF ORIGINAL TRAVEL ADVANCE CHECK: \$ _____

TOTAL RECEIPTS FROM ALL CATEGORIES: \$ _____

CASH RETURNED: * \$ _____

* when applicable

REPORT SUBMITTED BY: _____

DATE: _____