AGENCY ACCOUNTS TRAVEL ADVANCE / REIMBURSEMENT RECEIPT SUMMARY

CLUB:			ACCOUN	NT #:327	75	
Write the name of the vendor in the "Deschave along with the date on the receipt. We the total for each category and write that a under "Total Receipts From All Categories." These reports are due within 5 business day receipt or the return of unspent funds.	rite the total amount at the " Add addition	for that receipt in the bottom of each col nal pages if you have	e applicable cate umn. The sum o more receipts t	egory on the sam f the four columi han there are spa	ne line. Add up ns is entered ces available.	
DESCRIPTION OF RECEIPT	DATE	TRANSPORT	MEALS	LODGING	OTHER	
TOTAL RECEIPTS FOR EACH CATEGORY						
AMOUNT OF ORIGINAL TRAVEL	ADVANCE	CHECK: \$_				
TOTAL RECEIPTS FROM ALL CATE	\$					
CASH RETURNED: * * when applicable		\$				
REPORT SUBMITTED BY:			DATE:			