

## Trip Expenses Form

Activities \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_

Leader(s) \_\_\_\_\_

Leader # \_\_\_\_\_ Participant # \_\_\_\_\_ Total # \_\_\_\_\_

FOOD PURCHASES FOR \_\_\_\_\_ PEOPLE FOR \_\_\_\_\_ DAYS

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

EQUIPMENT PURCHASES

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TRAVEL EXPENSES

Air Line \_\_\_\_\_ Flight number \_\_\_\_\_ Fair \_\_\_\_\_ Total \_\_\_\_\_

Vehicle \_\_\_\_\_ Mileage Start \_\_\_\_\_ Mileage End \_\_\_\_\_ Total \_\_\_\_\_

GAS AND OIL EXPENSES

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOLLS

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

CAMPING/LODGING EXPENSES

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

MISCELANEOUS EXPENSES

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_