



**OLYMPIC COLLEGE
STUDENT TRAVEL
EXPENSE REPORT RECONCILIATION**

ASOC

Group/Advisor: _____

Expense Report #: _____

Travel Date: _____

Budget Code: _____

Location: _____

Travel Count: _____

PERFORMANCE

NOTE: MEALS LOG & OTHER RECEIPTS MUST BE ATTACHED

Funds Provided:

Funds Returned:

<u>Date</u>	<u>Chk #</u>	<u>Amount</u>	<u>Date</u>	<u>Rc't #</u>	<u>Amount</u>
Meals: _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Lodging: _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
REGISTRATION: _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

Meal Log/s: _____ people x _____ \$ each = _____
(Logs Must Be Attached)

Additional Food Costs: _____
(Receipts Must Be Attached)

<u>Charges:</u>	<u>Date</u>	<u>Invoice Amount</u>	<u>Other:</u>	<u>Invoices #</u>	<u>Amount</u>
Motor Pool Vehicle (Green Slips Must Be Attached)	_____	_____	Ferry: (Passes Must Be Attached)	_____	_____
_____	_____	_____	_____	_____	_____
Enterprise Rental (Receipts Must Be Attached)	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Gas Charges (Receipts Must Be Attached)	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me under conditions and on date stated above:

Coach/Advisor's signature

Balancing: \$ Provided - \$ Used -\$ Refunded ==Remaining Balance

Meal Funds: _____

Lodging Funds: _____

Overage amount owed to coach/advisor (signature approval) _____

This travel reconciled/incomplete and sent to A/P: _____

MEAL LOG

ASOC _____

TRAVEL DATE _____

LOCATION _____

EACH PARTICIPANT RECEIVED _____

\$ _____

PRINT

SIGN

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____

Meals are taxed if there is not an overnight stay.

If Olympic College employees receive meal funds they must include their employee ID# on the