

## OLYMPIC COLLEGE STUDENT TRAVEL EXPENSE REPORT RECONCILIATION

**ASOC** 

Group/Advisor:				_ E	Expense Report #:				
Travel Date Location			S LOG & O		Trave	et Code: _ el Count: _ MUST BE			
Funds Provided: Date	<u>Cł</u>	nk #	Amount	Funds F				Amount	
Lodging:				_					
REGISTRATION: Other:									
Meal Log/s: (Logs Must Be Attach	ed)		_people x		_\$ each	= _			
Additional Food Cos (Receipts Must Be At				_					
<b>Charges:</b> Motor Pool Vehicle (Green Slips Must Be			e <u>Amount</u>	_	<b>ner:</b> Must Be A	Invoices :	<u>#</u> 	<u>Amount</u>	
Enterprise Rental (Receipts Must Be At Gas Charges	tached)			_ _ _	this is a	true and cor	rect cla		
Receipts Must Be Attached)			essary expenses incurred by me under conditions and on date stated above:  Coach/Advisor's signature						
Balancing: Meal Funds: Lodging Funds: Overage amount owe	\$ Provi		- \$ Used (signature ap	-\$ Refun	ided :	=Remainir	ng Ba	lance	
This travel reconcile	ed/incomp	olete and	I sent to A/P:						

## **MEAL LOG**

ASOC				
TRAVEL DATE				
LOCATION				
EACH PARTICIPANT RECEIVED	\$			
PRINT	SIGN			
1				
2				
3				
4				
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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