



**OLYMPIC COLLEGE
ATHLETIC/STUDENT FIELD TRIP- GROUP TRAVEL
EXPENSE REPORT RECONCILIATION**

Coach/Advisor _____
 Travel Date: _____
 Sport/Club/Program _____
 Destination _____

ER

Budget Code: _____
 Travel Count: _____

NOTE: MEALS LOG & OTHER RECEIPTS MUST BE ATTACHED

Funds Provided:

Funds Returned:

<u>Date</u>	<u>ACH/CK#</u>	<u>Date</u>	<u>Rc't #</u>	<u>Amount</u>
Meals: _____	_____	_____	_____	_____
REG _____	_____	_____	_____	_____
Lodging: _____	_____	_____	_____	_____
Payee: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Meal Log/s: _____ people X _____	_____	_____	=	_____
(Logs Must Be Attached)				
Additional Food Costs: _____	_____			
(Receipts Must Be Attached)				

<u>Charges:</u>	<u>Date</u>	<u>Invoice #</u>	<u>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)	_____	_____	_____		_____	_____
TOLL BRIDGE	_____	_____	_____		_____	_____

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

<u>Balancing:</u>	<u>\$ Provided</u>	<u>- \$ Used</u>	<u>-\$ Refunded</u>	<u>= Remaining Balance</u>
Meal Funds:	_____	_____	_____	_____
Lodging Funds:	_____	_____	_____	_____
Overage amount owed to coach (signature approval)	_____	_____	_____	_____

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

MEAL LOG/ATTENDANCE SIGNATURE

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	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____

Employee 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 meal log.