

cash advance Summary Travel Expense Log

This form used for Actual expenses, do not use for Per Diem.

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If summarizing a Daily sheet or envelope, use one line per day.

If summarizing Category envelopes, use the first line for all.

(This sheet is for recording lump sum totals taken from the Daily or Category sheets or envelopes.)

| | | | Equipment | | Ground | Instr. | s or envelope | , | Office | | | | |
|---------------|---------|--------------|-----------|-------------|-----------|----------|---------------|--|----------|------------|-------------|-----------|-------|
| Date | Airfare | Fees | Repairs | Field Trips | Transport | Supplies | Lodging | Meals | Supplies | Postage | Prof. Fees | Telephone | |
| | 730001 | 730051 | 710161 | 730081 | 730011 | 701001 | 730031 | 730041 | 701051 | 705001 | 707011 | 703001 | Other |
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| und | | Organization | | Account | | Program | | Activg \$ Total Cash Abotatef Expenses | | | | | |
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Name :

Place(s) :

ewed the charges associated with this advance best of my ability to determine so, I believe ges to be reasonable, correct, and related to iness.

Advance Form and return it to the Business e personally responsible for a cash advance until the ALL prior advances are accounted for.

s Office. If you receive an advance during year's budget, not the current year's budget.