OUT OF TOWN TRAVEL EXPENSES
(This form must be completed and approved by the Principal prior to traveling.)

School ___________________________ Purchase Order # ____________
Club/Organization ___________________ Date __________________
Reason for Travel ________________________________
Where and when will the event be held ________________________________
Name of Sponsors ___________________________ Number of students _________

EXPENSES NOT APPROVED BY THE PRINCIPAL PRIOR TO DEPARTURE WILL NOT BE REIMBURSED.

1. Attach actual quote from hotel or reservation confirmation showing rates. An itemized invoice must be returned to the bookkeeper and only charges for lodging and tax will be reimbursed. Phone calls (unless emergency), meals, etc., showing on hotel invoice will not be reimbursed.
2. Receipts must be returned to substantiated expenses and obtain reimbursement.
3. If car is used, turn in actual gasoline receipts. For other transportation, turn in actual receipt or ticket as proof of expense.

SPONSOR(S) EXPENSES

Lodging . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . x ________ x ________ = $ ____________
Actual # Sponsors # Days

Food . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . x ________ x ________ = $ ____________
Estimate # Sponsors # Days

INCIDENTALS
(If any, list in detail)

1. ___________________________________ = $ ____________
2. ___________________________________ = $ ____________
3. ___________________________________ = $ ____________

Transportation (if not paid by separate voucher) . . . . . . . . . . . . . . . = $ ____________

TOTAL ESTIMATED SPONSOR(S) COST . . . . . . . . . . . . . . . = $ ____________
### STUDENT(S) EXPENSES

Lodging ........................................ x .......................... x .......................... = $ ..........................

Food ............................................. x .......................... x .......................... = $ ..........................

**INCIDENTALS**

(If any, list in detail)

1. ______________________________________ = $ ..........................

2. ______________________________________ = $ ..........................

3. ______________________________________ = $ ..........................

Transportation (if not paid by separate voucher) .................. = $ ..........................

**ACTUAL SPONSOR(S) AND STUDENT(S) EXPENDITURES** = $ ..........................

---

**- ACTUAL EXPENSE SUMMARY -**

(To be completed by sponsor after trip)

<table>
<thead>
<tr>
<th>Actual Sponsor(s) Expenses</th>
<th>Actual Student(s) Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>Lodging</td>
</tr>
<tr>
<td>$ ______________________</td>
<td>$ ______________________</td>
</tr>
<tr>
<td>Food</td>
<td>Food</td>
</tr>
<tr>
<td>$ ______________________</td>
<td>$ ______________________</td>
</tr>
<tr>
<td>Incidentals</td>
<td>Incidentals</td>
</tr>
<tr>
<td>$ ______________________</td>
<td>$ ______________________</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
</tr>
<tr>
<td>$ ______________________</td>
<td>$ ______________________</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td>$ ______________________</td>
<td>$ ______________________</td>
</tr>
</tbody>
</table>

**TOTAL OF ACTUAL SPONSOR(S) AND STUDENT(S) EXPENDITURES** $ ..........................

Explain any variance (estimated vs. actual) ______________________________________

---------------------------------

Actual total, including explanation, was verified/approved by Principal