Shenango Valley Ski Club – trip expense report

Leader/destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_date(s) \_\_\_\_\_\_

RECEIPTS:

Cash advances from club $\_\_\_\_\_\_\_\_\_\_\_\_

Lift tickets $\_\_\_\_\_\_\_\_­­\_\_\_\_

Rentals $\_\_\_\_\_\_\_\_\_\_\_\_

Lessons $ \_\_\_\_\_\_\_\_\_\_\_\_

Food $\_\_\_\_\_\_\_\_\_\_\_\_

Other (specify) $\_\_\_\_\_\_\_\_\_\_\_\_

Total Money In: $\_\_\_\_\_\_\_\_\_

EXPENSES :

Transportation costs (not pre-paid by club) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Lift tickets $\_\_\_\_\_\_\_\_\_\_\_\_\_

Rentals $\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessons $\_\_\_\_\_\_\_\_\_\_\_\_\_

Food $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (specify) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Money Out: $\_\_\_\_\_\_\_\_\_\_

Gain/Loss $\_\_\_\_\_\_\_\_\_\_\_

Use the back of this form to detail any unusual expenses or receipts, and to give a brief written summary of the trip.

last revised January 27, 2013