

## OLYMPIC COLLEGE STUDENT TRAVEL EXPENSE REPORT RECONCILIATION

**ASOC** 

Group/Advisor:	:			E:	xpense F	Report #:	
Travel Date: Location:					Trave	et Code: el Count: <b>MUST BE A</b>	
Funds Provided: Date	<u>Cł</u>	nk #	Amount		Returned Date		Amount
Lodging:				_			
REGISTRATION: Other:							
Meal Log/s: (Logs Must Be Attach	ed)		_people x		_\$ each	=	
Additional Food Cos (Receipts Must Be Att				_			
<u>Charges:</u> Motor Pool Vehicle (Green Slips Must Be			e Amount	_	<b>ner:</b> Must Be A	Invoices #	<u>Amount</u>
Enterprise Rental (Receipts Must Be Att Gas Charges	tached)			_ _ _	this is a	true and correc	enalty of perjury that ct claim for nec-
(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 :	=Remaining	Balance 
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	
5	
6	
7	
8	
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10	
11	
12	
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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