

Example for Travel

Summary of Receipts

Organization Name

Traveler

Date of submission

Category

Lodging	\$500	\$400 – Holiday Inn \$100 – Motel 8
Transportation	\$818	\$200 – Name 1 \$210 – Name 2 \$210 – Name 3 \$198 – Name 4

Total **\$1,718**

Example for Event

Summary of Receipts

Organization Name

Event

Date of submission

Category	Total	Summary
Venue	\$400	CAC
Materials	\$200	\$100 – Amazon \$100 – Walmart
Decorations	\$50	\$10 – Dollar Tree Balloons \$10 – Walmart Streamers \$20 – Party City Lights \$10 – Amazon Lanterns

Total **\$650**