Expenditures for Student Activities

_____ **Study Center**

Student Activities

Date	Names of Students & Guests Involved*	Itemized Expenses	Price of Admission/ Price of Bus Fare	Total Amount

☐ **All available receipts attached**

☐ Receipts not available for _____ due to _____
(Date) Reason (e.g., receipts not available, loss, none issued, etc.)

_____
(Director's signature)

_____
(Date)

**If large group, use Large Group Entertaining Expenditures form*