

CASH ADVANCE Summary Travel Expense Log

| | | LLEGE | | | | | | This form u | sed for Actua | al expenses, | , do not use f | or Per Diem. | • |
|-----------|-------------------|------------------------------|--------------------------------|-----------------------|-------------------------------|------------------------------|-------------------|-----------------|------------------------------|-------------------|----------------------|---------------------|--------|
| Name : | | | | | i | | | If summari | zing a Daily | sheet or er | velope, use | one line per | r day. |
| Place(s) |): | | | | | | | _If summari | zing Catego | ry envelop | es, use the f | irst line for a | all. |
| (This she | et is for rec | ording lump s | | | Daily or Cat | egory sheets | s or envelop | es.) | | | | | |
| Date | Airfare 730001 | Conf. Reg. Fees 730051 | Equipment Repairs 710161 | Field Trips 730081 | Ground Transport 730011 | Instr. Supplies 701001 | Lodging 730031 | Meals 730041 | Office Supplies 701051 | Postage 705001 | Prof. Fees 707011 | Telephone 703001 | Other |
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| | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | |
| F | | Ornoniroti | | A | | Due eve | | Activity | | | Total of F | | |
| Fund | | Organizatio | on | Account | | Program | | Activity | \$ | | TOTAL OF E | Expenses | |
| | | | - | | • | | | | _ _ _ \$ | | Total Cash | 1 Advance | |
| | | | - - | | | | | | . \$ - \$ | | Difference | | |
| | | | - | | | | | | _ \$ \$ | | or be reimb | oursed | |
| | | | - | | • | | • | | - * | | | | |

I certify that the amounts charged are reasonable, correct and represent expenditures that I am authorized to charge. These charges are in conjunction with the performance of my duties as a representative of The Colorado College.

I have reviewed the charges associated with this advance and to the best of my ability to determine so, I believe these charges to be reasonable, correct, and related to college business.

| Signature | | Signature | | | | | |
|------------------------------------|-------------------------------|------------------|------------------|--|--|--|--|
| | (person who took the advance) | | (reviewer) | | | | |
| | | Additional Notes | Additional Notes | | | | |
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| Travel / Cash Advance Instructions | | | | | | | |

When you have completed your trip (or funds have been spent) please complete the Travel / Cash Advance Form and return it to the Business Office. Remember to enclose receipts in envelope provided for all expenditures exceeding \$25. You are personally responsible for a cash advance until the report form is completed and turned in. **Absolutely NO travel / cash advances will be given until ALL prior advances** are accounted for.

Please remember than an account is not charged until the advance form is received by the Business Office. If you receive an advance during the fiscal year and do not report on it until the next fiscal year, the expenditures will impact the next year's budget, not the current year's budget.