



## CASH ADVANCE WORKSHEET

**Name of Trip:** \_\_\_\_\_

**Name of Team Leader:** \_\_\_\_\_

**Cash Advance Amount:** \_\_\_\_\_

Please breakdown how the cash advance was spent into each of these categories:

Transportation	\$
Food	\$
Lodging	\$
Ministry or Project Expenses	\$
Gift Money	\$
Recreational/Tours	\$
Organizational Fees	\$
Emergency Expenses	\$
Misc Fees	\$
<b>Total Amount Spent:</b>	\$
<b>Total Amount Returned:</b>	\$

**PLEASE ATTACH AS MANY RECEIPTS AS POSSIBLE!**