

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