

IPFW Athletic Team Travel Expense Summary

Name of Sport	Name of Coach	Destination: City State	Departure Date	Departure Time	Return Date	Return Time

Check the boxes in which the team was in travel status

If a day has one box checked its a Partial Day Used - If a day has both boxes checked is a Full Day Used

Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14		Day 15		Day 16		Day 17		Day 18			
12M	8AM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM
8AM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M		

Travel Party Roster (List Names)

Travel Party Roster Cont. (List Names)

Cash Advance Food Receipts (List Individually)

Food Recept Amt

Cash Advance Misc Rts (List Ind.)

Misc Recept Amt

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
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30
31
32
33
34
35
36
37
38
39
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41
42
43
44
45
46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

1
2
3
4
5

P-Card Misc Receipts (List Ind.)

Misc Recept Amt

1
2
3
4
5

of Parital Days Used
of full days used
Amount per parital day
Amount per full day
of in Travel Party
Food amount Allowed

P-Card Food Receipts (List Individually)

Food Recept Amt

1
2
3
4
5
6
7
8
9
10
11

Total Cash Advance Food Expenses		_____
Total Cash Advance Misc Expenses		_____
Total Cash Advance Expenses		_____
Original Cash Advance Amount		_____
Un-used Funds Returned		_____
Total P-card Food Expenses		_____
Total P-card Misc Expenses		_____
Total Food Expenses		_____
Total Trip Expenses		=====

I hereby certify that the amounts claimed are correct under published travel expense regulations of IPFW

Signature of Coach
Date

Signature of Business Manager
Date