

CALGARY SPARTANS TRACK AND FIELD CLUB

EXPENSE FORM

ONE EXPENSE FORM PER EVENT. ALL RECEIPTS TO BE TAPED TO 8 1/2 X 11 SHEET OF PAPER AND ATTACHED TO THIS FORM BEFORE FORWARDING TO ADMINISTRATOR.

NAME OF EVENT: _____

PLACE: _____

DATE(S): _____

SUBMITTED BY: _____

PAYMENT TO BE MADE TO: _____

List of Expenses						FOR ADMIN
	Description	Charged to Spartans AMEX (\$)	Receipt attached (Y/N)	Payment requested (\$)	Receipt attached (Y/N)	Posted to acct # Cheque number:
1	Transportation (airfare, rentals, gas, parking)					
2	Accommodation					
3	Entry Fees					
4	Coaches Per Diems					
5	Other					
	TOTAL:					