

**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					
	<b>TOTAL:</b>					