



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:

Organizational Fee	\$
Lodging	\$
Gift Money to National Partners	\$
Major Project/Ministry Expense	\$
Everything Else	\$
	\$
Total Amount Spent:	\$
Total Amount Returned:	\$

PLEASE ATTACH ALL MAJOR RECEIPTS!