

DATE	PAID TO	DESCRIPTION (including # of people)	EXP. CAT.	EXPENDITURE	BALANCE	(Receipt #)

Obtain an invoice, receipt, or an original source document as evidence of payment. **RETAIN THESE DOCUMENTS AS A PERMANENT RECORD OF PURCHASE.**
 Indicate on the document the date of payment. Classify each expenditure as one of the following expense categories in the column provided:

1. Lodging	3. Transportation	5. Bank & Money Conversion Charges	7. Other
2. Food	4. Communications	6. Excursion	