



USA TRACK & FIELD ACCOUNTING FOR CASH ADVANCE



Please Print or Type

PROJECT OR TEAM NAME: _____

ACCOUNT NUMBER: _____ AMOUNT OF ADVANCE: \$ _____ CHECK NUMBER: _____

SUMMARY OF EXPENSES

Documentation must be attached (hotel bills, airline tickets, receipts, signatures for per diem and honoraria, invoices, etc.)

Transportation:	Air	\$ _____
	Ground	\$ _____
Food and Housing:		\$ _____
Per Diem:		\$ _____
Honoraria:		\$ _____
Telephone:		\$ _____
Postage:		\$ _____
Printing:		\$ _____
Other (Please detail)		\$ _____
TOTAL EXPENDITURES		\$ _____
DIFFERENCE		\$ _____
(Advance minus expenses)		

AMOUNT REFUNDED TO USATF: \$ _____ /AMOUNT DUE FROM USATF: *\$ _____

The above information is correct to the best of my knowledge and belief.

Signature

Name (Please print or type)

Date

*If you are requesting a check for the amount due, please send this report directly to:

For approval before submission to the USATF Accounting Department.

Approved