**Group Travel Log for Cash Advances**

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| Event |       | Date |       |
| Advisor/Coach |       | Department |       |
| **Date** | **Description** | **$/Student** | **# of****Students** | **Total** |
| **SAMPLE:** |  |  |  |  |
| **6/25/20xx** | **Lunch** | **$5.00** | **40** | **$200.00** |
|  |  |  |  |  |
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|  **TOTAL OF FUNDS DISTRIBUTED TO THE STUDENTS $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **LESS: TOTAL OF CASH ADVANCE - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **AMOUNT OF CASH ADVANCE NOT USED $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **PLEASE ATTACH A ROSTER OF STUDENTS**. (Cross out names of students not receiving meal allowances to justify the number of students shown in above log.) Return unused funds to the Cashier along with this log and the roster. |
| Signature of Advisor/Coach: Date: |