

## Trip/Event Reconciliation

**Trip/Event** \_\_\_\_\_ **Date of Trip/Event** \_\_\_\_\_  
**Group** \_\_\_\_\_ **Staff Responsible** \_\_\_\_\_

**Receipts:**

# Adults \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 # Children/Youth \_\_\_\_\_ @ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Fundraiser Funds - Acct # \_\_\_\_\_ \$ \_\_\_\_\_  
 Scholarships - Acct # \_\_\_\_\_ \$ \_\_\_\_\_  
 Budgeted Funds - Acct # \_\_\_\_\_ \$ \_\_\_\_\_  
 Other Funds: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Receipts**

\$ \_\_\_\_\_

**Disbursements:**

Meals \_\_\_\_\_ \$ \_\_\_\_\_  
 Transportation:  
   Church Bus(s) Y N \_\_\_\_\_ miles x \$.49/mile \$ \_\_\_\_\_  
   Airline Tickets \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_  
   Bus/Rented Vans \_\_\_\_\_ \$ \_\_\_\_\_  
   Other: \_\_\_\_\_ \$ \_\_\_\_\_  
  
 Lodging \_\_\_\_\_ \$ \_\_\_\_\_  
 Admission/Tickets \_\_\_\_\_ \$ \_\_\_\_\_  
  
 Staff Expenses \_\_\_\_\_ \$ \_\_\_\_\_  
  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Disbursements**

\$ \_\_\_\_\_

**Difference** (Receipts less Disbursements)

\$ \_\_\_\_\_