OUTDOOR CLUB OF SOUTH JERSEY

TRIP / EVENT EXPENSE REPORT

DATE OF EVENT: _____

LEADER: _____

(name, phone# or email) _____

EVENT: _____

NUMBER OF PARTICIPANTS: _____

Attach a list of the names of participants

AMOUNT COLLECTED: _____

AMOUNT EXPENDED: _____ BALANCE TO CLUB: _____

LIST EXPENSES: Attach receipts for amounts over $25.

PAID TO:	FOR :	AMOUNT: