



SHONTO PREPARATORY SCHOOLS

Transforming Student Learning ▪ Óhoo'aah Łahgo Ánáálníí

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • www.shontoprep.org

Staff/Chaperone Name: _____ Date: _____

Trip Information: _____

Hello! The following travel funds is entrusted to you for student meals and incidentals. The travel dates are as follows:

Leave: _____ Return: _____

Number of Students: _____

Funds per Student: _____

Total Funds: _____

The following are things you will need to complete for proper reporting needs:

1. The travel funds for Students are for Student only. Please use the attached Purchase Order (PO) providing guidance for what can be purchased using the funds. Do not purchase other items that are not listed on the PO. You will be personally liable for the extra purchase.

PO# _____ (attached)

2. Staff should receive their own travel funds; however, if the PO does specify staff meal (i.e. bus driver), then you may include staff meal. Keep separate from Student expenditures.
3. **Original Receipt showing itemized list must be requested for submittal to the business office. Do not forget this very important request.** Keep Staff meal separate from Student expenditures.
4. Reconcile the receipts per daily basis using the back side of this document.
5. **Submit this form, original receipts and unspent cash to the Business Office upon return from trip, which is the next business day.**
6. Discrepancies and loss of funds must be reported by you in a handwritten note. Consideration will be given to your due diligence in determining whether you will be charged for the error.

Thank you for taking care of Shonto's students.

Thank you,
Business Office

Example:

	Date: <u>07/15/15</u>
Begin Balance (cash)	\$ 450.00
Purchase(s)	
<i>McDonad's</i>	\$ 25.15
<i>Subway</i>	\$ 40.41
<i>CC's Café</i>	\$ 75.25
Total Purchases:	\$ 140.81
End Balance (cash)	\$ 309.19

	Date: <u>07/16/15</u>
Begin Balance (cash)	\$ 309.19
Purchase(s)	
<i>McDonad's</i>	\$ 22.15
<i>Subway</i>	\$ 38.25
<i>Diner</i>	\$ 80.14
Total Purchases:	\$ 140.54
End Balance (cash)	\$ 168.65

Move end balance to next day if trip is for several days
End balance on final day is the cash balance, return this amount to the Business Office.

	Date: _____
Begin Balance (cash)	\$ _____
Purchase(s)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Purchases:	\$ _____
End Balance (cash)	\$ _____

	Date: _____
Begin Balance (cash)	\$ _____
Purchase(s)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Purchases:	\$ _____
End Balance (cash)	\$ _____

	Date: _____
Begin Balance (cash)	\$ _____
Purchase(s)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Purchases:	\$ _____
End Balance (cash)	\$ _____

	Date: _____
Begin Balance (cash)	\$ _____
Purchase(s)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Purchases:	\$ _____
End Balance (cash)	\$ _____

	Date: _____
Begin Balance (cash)	\$ _____
Purchase(s)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Purchases:	\$ _____
End Balance (cash)	\$ _____

Notes: _____

Staff/Chaperone Name: _____ Reconciled Daily by: _____

Rec'd by Business Office: _____
 Date