



Accredited Activities Expense Verification Form

CSM

Cañada

Skyline

Staff/Coach/Advisor:

Dates:

Activity/Sport:

Place/Event:

Instructions to Staff/Coach/Advisor:

1. All travel must be pre-approved by the responsible Dean and Vice President.
2. All travel expenditures must be pre-approved by the responsible Dean and Vice President.
3. Adhere to the following allowances which have been budget-approved: **BREAKFAST - \$ 10.00 LUNCH - \$ 15.00 DINNER - \$ 15.00**
4. Each faculty, staff and student traveling on this budget must sign for meal money on the trip when it is issued.
5. All lodging, bridge toll, gasoline and entry fee receipts are to be attached to this form for accounting.
6. Return this form and all unused cash for the activity to the Dean's Office for transmittal to the District Office within 30 days after the event/trip.

	STUDENT'S NAME	STUDENT'S SIGNATURE	AMOUNT
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