



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Accredited Activities Expense Verification From

CSM

Cañada

Skyline

COACH

ACTIVITY / SPORT

PLACE / EVENT

Instructions to Coach or Advisor:

1. Adhere to the following allowances which have been budget-approved: **BREAKFAST - \$ 4.00**      **LUNCH - \$ 6.00**      **DINNER - \$ 10.00**
2. Each faculty and student traveling on this budget must sign for his meal money at the beginning of the trip when it is issued.
3. All lodging, bridge toll, gasoline and entry fee receipts are to be attached to this form for accounting.
4. Return this form and all unused cash for the activity to the Athletic Director'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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