

DEAN'S EXPENSE FORM

Please itemize below the expenses you incurred for your camp according to the appropriate categories. A corresponding receipt for each expense must accompany this form. (Note: this is an auditor requirement.) Remember, your budget includes both administrative and program expenses, and is determined by the cost per camper: \$7 per camper. Expenses in excess of your budgeted figures must have prior authorization from the Director of Camp & Retreat Ministry. Unauthorized overdrafts will be your personal responsibility.

POSTAGE	MISC
Sub-Total	Sub-Total

PHOTOCOPYING	
Sub-Total	

TELEPHONE CALLS

(Attach Dean's Phone Expense Form)

Sub Total \$ _____

TOTAL EXPENSES \$ _____

AMOUNT ADVANCED \$ _____

AMOUNT OWED YOU \$ _____

AMOUNT RETURNED \$ _____

SPECIAL OFFERING \$ _____

(Designate where the offering is to go)

CRAFT SUPPLIES	
Sub-Total	

BUDGET FORMULA CALCULATIONS

Number of Registered Campers: _____

\$7 per Camper \$ _____

Please return within 30 days following the close of your camp.

PRINTED MATERIAL	
Sub-Total	

Date Submitted: _____

Phone #: (_____) _____

Camp Site: _____

Dean's Name: _____

Dates of Event: _____

Mailing Address: _____

Zip: _____