

# 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
<b>Sub-Total</b>	<b>Sub-Total</b>

PHOTOCOPYING	
<b>Sub-Total</b>	

**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	
<b>Sub-Total</b>	

**BUDGET FORMULA CALCULATIONS**

Number of Registered Campers: \_\_\_\_\_  
 \$7 per Camper                               \$ \_\_\_\_\_

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

PRINTED MATERIAL	
<b>Sub-Total</b>	

Date Submitted: \_\_\_\_\_  
 Phone #: (\_\_\_\_\_) \_\_\_\_\_  
 Camp Site: \_\_\_\_\_  
 Dean's Name: \_\_\_\_\_  
 Dates of Event: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
Zip: \_\_\_\_\_