

# The Backpacker's Field Manual

## TRIP EXPENSES FORM

ACTIVITY \_\_\_\_\_ DATE(S) \_\_\_\_\_

LOCATION \_\_\_\_\_

LEADER(S) \_\_\_\_\_

LEADERS \_\_\_\_\_ PARTICIPANTS \_\_\_\_\_ TOTAL NUMBER IN GROUP \_\_\_\_\_

PETTY CASH RECEIVED \$ \_\_\_\_\_ PETTY CASH RETURNED \$ \_\_\_\_\_

CREDIT CARDS RECEIVED \_\_\_\_\_

FOOD EXPENSES: Food Purchases For \_\_\_\_\_ People For \_\_\_\_\_ Days

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
<b>FOOD TOTAL =</b>	\$

EQUIPMENT PURCHASES:

_____	\$
_____	\$
_____	\$
_____	\$
<b>EQUIPMENT TOTAL =</b>	\$

VEHICLE	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE

GAS & OIL EXPENSES:

Amount	Credit Card or \$	Amount	Credit Card or \$
\$		\$	
\$		\$	
\$		\$	
\$		\$	
<b>GAS &amp; OIL TOTAL =</b>			\$

TOLLS:

\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
<b>TOLL TOTAL =</b>	

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## CAMPING/LODGING EXPENSES:

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\$

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\$

**CAMPING TOTAL =** \$

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\$

## MISCELLANEOUS EXPENSES:

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\$

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\$

**MISCELLANEOUS TOTAL =** \$

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\$