

EXPENSE REPORT - BVICO; INSTRUCTIONS IN ROW 2 or see the OUTINGS CHECKLIST		The GREEN cells are where you should enter data (AFTER you duplicate the Template to a new sheet). All other cells are static or compute automatically.	
<p>STEP 1: From the \ "START_HERE&DUPLICATE THIS" tab on the bottom, click the little arrow, scroll up on the menu and click "Duplicate." Now this template is copied to a new sheet. From the tab "copy of START_HERE...." use the little menu to click "Rename." Give your new sheet a name - your trip name.</p>		<p>STEP 2: Enter the data. The GREEN cells are where you should enter data. All other cells are static or compute automatically. Please be sure to enter data in both sections - expenses by category and expenses grouped by volunteer - These should add up to the same total. Please also be sure to enter each volunteer's hours - so even if a volunteer is not owed money, enter their name and hours in the expenses group by volunteer section (leave the amount column blank). Enter the trip summary information. Note: you can use simple formulas to enter data: So for Food amounts (cell B6), you can type " = 15+ 45 + 75" if you have say, 3 receipts for those amounts.</p>	
		<p>STEP 3: Export to pdf: from File menu, select "Export->PDF". A dialog box appears. Choose options "Current sheet," "Fit to width," "Portrait." Save the file to you computer and modify the filename to include the trip name.</p>	
		<p>STEP 4: Email a copy of the pdf to Hana LeDesma. Snail mail your original receipts to Hana.</p>	
TRIP NAME	TRIP DATE(S)	PRINCIPAL ORGANIZER	<i>number of kids</i>
<i>This is the template</i>	<i>make a duplicate sheet</i>	<i>Do Not Type on the "start here&duplicate this" sheet</i>	
EXPENSES BY CATEGORY	AMOUNT	EXPLANATION	<i>number of trip days</i>
FOOD	\$38.81		1
VEHICLE RENTAL	\$0.00		<i>number of kid days</i>
MILEAGE - rate to use is \$0.25 per mile	\$0.00		3
GAS	\$0.00		
SUPPLIES			
PERMITS & FEES	\$0.00		
3rd-PARTY INVOICE	\$0.00		<i>cost per kid day</i>
Amount being covered by Water Sentinels or other account			12.93666667
TOTAL TRIP COST TO BE PAID BY REGULAR BVICO ACCOUNT	\$38.81	Budgeted amount from approval worksheet:	250+
<i>Value of in-kind contributions</i>	<i>\$0.00</i>		
<i>Value of in-kind mileage</i>	<i>\$21.00</i>		
<i>total value of trip (paid by ICO + in-kind + pd by Water Sentinels)</i>	<i>\$60</i>		
Non-trip Administrative expense			
Non-trip First Aid Training (reimbursable to \$185.)			
EXPENSES & HOURS GROUPED BY VOLUNTEERS			
VOLUNTEER NAME	AMOUNT	Address for mailing check to volunteer	Value of inKind contributions
Drew Smith	\$38.81	3010 15th St Boulder CO 80304	\$21.00
Max Pritikin	\$0.00	3020 15th St Boulder CO 80304	\$0.00
TOTAL TO BE PAID (should be same as above for ICO trips)	\$38.81		21
			18
TRIP SUMMARY SECTION- PLEASE FILL OUT THE GREEN BOXES!			
TRIP NAME	Snowshoe 012019		
<i>Principal organizer</i>	Drew Smith		
<i>Mock leader</i>			
<i>Certified leaders</i>	Drew Smith		
<i>ICO volunteers</i>	Max Pritikin		
<i>Agency personnel</i>			
<i>Youth came from</i>	Casey MS		
<i>Names of youth (please put in parentheses initials of the youth's school and indicate if they did not give permission to use their photographs). : Example: Maribel Serrano (CMS; no photo); Martin Tremiilo Perez (CMS); etc</i>	Atzin & Tupak Palacios, Rowan LaBush		
<i>Names of No Shows</i>			
<i>Youth Leaders</i>			
<i>Incidents - Injuries or problems encountered - was an incident report filed</i>	None		
<i>Description of the trip - a few sentences, please.</i>	Snowshoe from Moffat Tunnel up to first meadow		
<i>Problems with this trip and/or group of kids for future reference</i>	None		
<i>email a pdf of this report and snail mail receipts</i>	ADDRESS	Hana Le Desma, 637B South Broadway, No. 117, Boulder, CO 80305	hayonwye10@gmail.com
	NOTES FOR TREASURER		