

NAME: _____

STUDY ABROAD EXPENSE LOG

Page ____ of ____

PROGRAM: _____

Program Director's Record of Expenditures

DATE	PAID TO	DESCRIPTION	EXP. CAT.	EXPENDITURE	BALANCE

Obtain an invoice, receipt, or an original source document as evidence of payment. **RETAIN THESE DOCUMENTS AS A PERMANENT RECORD OF PURCHASE.**
 Indicate on the document the date of payment. Classify each expenditure as one of the following expense categories in the column provided:

1. Lodging	3. Transportation	5. Bank & Money Conversion Charges	7. Other
2. Food	4. Communications	6. Excursion	

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- 2. Food
- 3. Transportation
- 4. Communications
- 5. Bank & Money Conversion Charges
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