

INFORMATION SHEET TO BE SUBMITTED BY TRIP ORGANIZER/S TO THE TRAVEL GROUP TREASURER PRIOR TO THE EVENT, INCLUDING ANY SUPPORTING DOCUMENTATION

TRIP NAME:- _____

DATE OF TRIP:- _____

TRIP ORGANIZER/S:- _____

TELEPHONE NUMBER:- _____

E-MAIL ADDRESS:- _____

INCOME:-

(A) ___ CHEQUES @ ___ = £
 ___ CHEQUES @ ___ = £
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(B) ___ BACS Payments = £

(C) ___ CASH PAYMENTS @ ___ = £

(D) TOTAL OF RECEIPTS = £

(E) AMOUNT HANDED OVER TO
 TREASURER = £
 ON DATE

(F) DIFFERENCE BETWEEN
 (D) & (E) = £
 (e.g. cash retained for driver's tip)

EXPENDITURE:-

COACH £
 (SPECIFY COMPANY)

DRIVER'S TIP £

ENTRANCE FEE £

GUIDE £

REFRESHMENTS £

ORGANIZER'S EXPENSES £

(DETAILS)

(G) TOTAL OF COSTS £