

Cash Advance Reconciliation Expense Report



Ministry: _____

Signed _____

Trip: _____

Total Cash Advance: _____

Name: _____

Receipts Total: \$ _____

e-mail: _____

Cash Returned: \$ _____

Phone: _____

Dates: _____

Balance: \$ _____

#	Date	Vendor	Type	USD \$	City	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

• Please record the \$ amount in U.S. dollars and write that amount on the receipt as well.

• Keep receipts in the order on this list and number them accordingly on the receipt.

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	Date	Vendor	Type	USD \$	City	Notes
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						

• Please record the \$ amount in U.S. dollars and write that amount on the receipt as well.

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