

MAPS 1-3 Month Expense Tracking

Please track all funds used on your short-term MAPS assignment. The funds donated for your assignment may be used for allowable expenses such as: travel to and from the field, meals, housing, personal expenses.

These funds are not permitted to be used for souvenirs, personal travel, etc.

Retain receipts when possible. **Travel (air, train, car rental) and hotel expenses REQUIRE receipts. *All expenses greater than \$75 MUST include the original receipt.**

MAPS Volunteer Name _____ **Assignment Location** _____

Missionary Mentor Name _____ **Assignment Dates** _____

| Date | Vendor | Description of Expense | Expense Amount* |
|----------------------|----------------------|---|-----------------|
| <i>Ex. 9/10/2013</i> | <i>Street vendor</i> | <i>Lunch 9/10-17/2013</i> | |
| <i>Ex. 9/17/2013</i> | <i>Bus ticket</i> | <i>Transportation week of 9/17/2013</i> | |
| <i>Ex. 9/30/2013</i> | <i>Bob Smith</i> | <i>Rent</i> | |
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| TOTAL | | | |

Please verify that you have included original receipts for all expenses greater than \$75 before returning this form.