



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>\$20.00</i>
<i>Ex. 9/17/2013</i>	<i>Bus ticket</i>	<i>Transportation week of 9/17/2013</i>	<i>\$10.00</i>
<i>Ex. 9/30/2013</i>	<i>Bob Smith</i>	<i>Rent</i>	<i>\$350.00</i>
TOTAL			

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