



SIR FORM 47
(Short Bus Trip Financial Report)

Branch No. ____.

1. Destination(s) / Name of event:

2. Date(s) of event: _____ to _____.

3. Number Of participants:

____ Members / Affiliated Members + ____ Guests = ____ Total participants

4. Total price paid by all participants for Bus Trip : \$ _____

5. Amount of check paid to Bus Company : \$ _____

6. Total funds received by designated member for travel event purposes:
Line 4 minus 5 \$ _____

7 Designated member expenses: (Note R means receipt attached)

Driver/ tip -----	\$ _____	Refreshments-----	\$ _____	R
Guide/s tip-----	\$ _____	Cocktail Party-----	\$ _____	R
Hosted wine-----	\$ _____	Postage & Telephone----	\$ _____	R
Games -----	\$ _____	Porter / Skycap tip-----	\$ _____	.
Extra meals. -----	\$ _____	Other (Explain) -----	\$ _____	R
Refund to participants: \$ _____		X _____	= \$ _____	.
	(Amount per Part.)	(No Part.)	(Total)	

8. Total expenses: (add all expenses) \$ _____

9. Amount of excess or shortages. (Note: The Branch Treasurer will maintain a "Bus Account" in the Custodial Accounts where excess of shortages will be recorded.)

Subtract line 8 from line 6 \$ _____

Print Name

Signature _____
Branch Bus Trip designated member

Explanation for
"Other" expenses:

Distribution: Within 30 days after the termination of the event, send a copy to the Branch Treasurer and Branch Secretary, See Policy 13