



SIR FORM 52
(Travel Event Financial Report)

Branch No. _____
Destination(s) or name of event: _____
Date(s) of event: _____ to _____
Travel Agency: _____ CST No. _____

1. Number Of participants:
_____ Members / Affiliated Members + _____ Guests = _____ Total participants
2. Total price paid by all participants for travel event: \$ _____
3. Total funds provided to Branch by travel agency for travel event: \$ _____
4. SIR Insurance Fee, when applicable:
Amount forwarded to SIR State Treasurer: \$ _____ X _____ = \$ _____
(Amount per Part) (No. Part) (Total)

5. Total funds received by Escort for travel event purposes:
Subtract line 4 from line 3 \$ _____

6. Expenses: (Note R means receipt attached)

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

7. Total expenses: (add all expenses)-----\$ _____
8. Surplus funds returned to Branch per Procedure 13
Subtract line 7 from line 5 ----- \$ _____

Signature _____
Branch Travel Chairman

- On separate sheet list a breakdown of driver(s) tips e.g., airport transfer, tour driver etc.
- **On separate sheet list a breakdown of guide(s) tips, e.g., tour manager, city guide, museum guide, etc.

Distribution: Within 30 days after the termination of the event, send a copy to Branch Treasurer, Branch Secretary and Form52Recipient@sirinc.org (If event includes travel by air or sea, include a copy the Branch flier describing the event)