



This form outlines expected expenses for each team leading up to and on CUKind Day. Each team captain/leader should sign for approval and submit with final "Plan for the Day" form. This form helps accounting departments keep expenses legal and accountable.

Branch/Department: _____ Approved Budget Allocation Amount: \$ _____

anticipated expense reimbursement items:

Planned purchases leading up to and on CUKind Day that we can provide a receipt for (ex- purchase at store or restaurant).

Budget Allocation	Generalized Description
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

anticipated cash expenses:

Spontaneous expenses that we cannot provide a receipt for (ex- giving someone a roll of quarters at a laundromat).

Budget Allocation	Generalized Description
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Signature and Approval of Team Captain/Leader

Specific instructions will be provided to each team leader on how to withdraw and prepare cash. Completed "Budget Forms" and "Plan for the Day" forms should be emailed to _____.

Draft Due: _____ Final Due: _____

