

# **GROUP TRAVEL**

**EXAMPLE**

**GROUP TRAVEL  
CASH DISTRIBUTION FORM**

I, Professor John Doe, disbursed \$36 per day from December 3 to December 5, 2014 to the following students during a trip to NASA (National Aeronautics and Space Administration) in Clear Lake, Texas.

<u>Student's Name</u>	<u>Cash Rec'd</u>	<u>Banner Identification #</u>	<u>Signature &amp; Date</u>
1. Jane Smith	\$108	_____	_____
2. John Brown	\$108	_____	_____
3. Sam Wilson	\$108	_____	_____
4. Elizabeth Green	\$108	_____	_____
5. Cindy Griffin	\$108	_____	_____
6. Walter Williams	\$108	_____	_____