TAC Card Receipt/Expense Log

Club Name:	e:			Trip Location:			of Trip:			
							Official Use Only			
Date of Purchase	Time of Purchase	Name of Vendor (Hotel name, Gas Station, etc.)	Expense Type	Amount	Location of Purchase	TAC Card #	Account #	Posted in Concur	Reconciled	Entered in Budget

Expense Type: L = Loding, G = Gas, E = Entry Fee, T = Tolls, P = Parking, GT = Ground Transportation, CB = Checked Bag

Account #'s: 1 = 880002 (Allocated), 2 = 880003 (Athletics), 3 = 885000 (Rollover), 4 = 300001 (Donation)