Name: _____

Semester: ___Spring 2026_____ **Funds Amount:** ____$600_____

1. Enter your 1st expense with date, amount and how used. Expense Ex: Meals/Groceries, Travel, Checked Bags, Local Transportation, Books, Tuition, Other (gas, clothes for work). *Repeat for each expense until gift card balance has been fully used.* **
2. Save the file with your name first in file name. Ex: JasonLight_AOFCExpenseRecord.pdf
3. When you incur an expense enter it; save updates with each entry. Round 1 expense report is due **March 15, 2026** if additional expenses are incurred, an updated report is due **May 15, 2026** (refer to "Guidelines"). Please send your pdf to: Betty@AllOutForChange.org

Date of Expense	Amount	Expense Catagory
TOTAL		

** *Periodically, we feature student receipts as a graphic element in our enews & website; it serves as an authentic illustration of your use of funds to donors and potential supporters. Please email Betty@AllOutForChange.org with a couple of your receipts, either a photo or online confirmation.*

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