Form 6C GEAR UP Sponsored Trip

*Directions: This form is designed for use when going on a GEAR UP sponsored trip, so the person knows what the budget is and what documentation needs to be collected.*

**Date(s) of Trip:**

**Trip Location(s):**

**Special Instructions:**

**Credit Card Information:** GEAR UP Requires an itemized list/receipt for all credit card purchases (e.g. one that shows meals, tips, lodging expenses, etc.) **A credit card receipt without an itemized receipt may not be reimbursed.**

**Who is Attending:**

Chaperone(s):

Bus Driver(s):

Student(s):

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*List additional students on back of this form. If college students join you, have them sign the sign-in sheet.*

**Food Budget for This Trip**

Breakfast: $ per person Lunch: $ per person Dinner: $ per person

Nutritional Snack is / is not in budget. Tip is / is not in the budget.

**Documents needed for fiscal reporting:**

* Sign-in sheets (everyone who ate a meal or is on the trip)
* Bus driver trip log (for match)
* Volunteer time documented & signed on GU Form 5D (for match)
* Credit card receipt and itemized receipts for lodging, meals, etc.
* Receipts for registration fees or entry fees

**Standard GEAR UP Amount:**

* Breakfast - $8/person
* Lunch - $10/person
* Dinner - $18/person
* Nutritional Snack - $3/person
* Tip – Max allowable 18%

*Note: Amounts over standard may not be reimbursed or used as match.*

**Please write this number on all trip documents**: GU .

**Please note** **start time** and **end time**  of trip.