

Receipts for Advance Attached

Instructions: Please fill out this form completely and attach legible copies of receipts to 8 ½ x 11 paper (number the pages) and fax or mail to the address below. Please **DO NOT** e-mail, as the signature of the Project Director is required for all forms.

Amount of Advance: _____

Date of Advance: _____

Name: _____

SEE Project Name: _____

Address: _____

Project Telephone: _____

City, State: _____

Project Email / Fax: _____

Zip, Country: _____

Expense Categories	Actual Amount
Advertising/outreach expenses	
Books/subscriptions/reference (research/documentation)	
Conference, convention, meetings (including meals)	
Equipment (purchase of)	
Finance fees (including bank charges such as wires)	
Fundraising	
In-house publications	
Insurance	
Internet / Email*	
License & permits	
Maintenance & repairs	
Materials (non office supplies)	
Membership dues (organization)	
Postage, shipping, delivery	
Printing & copying	
Staff development/education	
Supplies (office)	
Telephone and telecommunications	
Travel (including meals and auto mileage)	
Utilities (telephone, gas, electric)	
Other (describe)	
	\$

Project Director (Print Name)

Signature of Project Director (Required)