

ADVANCE REQUEST CLOSE OUT REPORT

Advance paid to: _____

Activity: _____

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
<u>Admin Supplies</u>	_____
<u>Meals</u>	_____
<u>Lodging</u>	_____
<u>Travel</u>	_____
<u>Auto Expense/Fuel</u>	_____
<u>Special Awards/Gifts</u>	_____
<u>Cadet Supplies</u>	_____
<u>Equipment Maintenance</u>	_____
<u>Activity Equipment</u>	_____
<u>Aircraft Fuel</u>	_____
<u>Aircraft Maintenance Cost</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Total Activity Cost</u>	_____
<u>Advance received via check</u>	_____
<u>Less amount used & verified</u>	_____
<u>Total amount due/owed</u>	_____

Signature _____

<p>Wing Use Only:</p> <p>Payment Date: _____</p> <p>Account No. _____</p>

PLEASE ATTACH ALL APPLICABLE RECEIPTS. ALL RECEIPTS MUST BE LEGIBLE.