

ADVANCE REQUEST CLOSE OUT REPORT

Advance paid to: _____

Activity: _____

ACCOUNT DESCRIPTION

AMOUNT

Admin Supplies

Meals

Lodging

Travel

Auto Expense/Fuel

Special Awards/Gifts

Cadet Supplies

Equipment Maintenance

Activity Equipment

Aircraft Fuel

Aircraft Maintenance Cost

Total Activity Cost

Advance received via check

Less amount used & verified

Total amount due/owed

Signature

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

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