

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.