

# Staff Activity Cost Summary

Program \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_

List all meals and activity expenses for staff. Purchase limits are as follows:

- \$11.00 for drive-thru, carryout and restaurants with no table service
- \$16.00 for restaurants with table service
- Actual entrance fee to an activity

Monthly budget for program \$ \_\_\_\_\_

Date	Name of Business	Employee	Amount	Balance