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
- $17.25 ($15.00 dinner plus 15% tip of $2.25) for restaurants with table service
- Actual entrance fee to an activity

Monthly budget for program $_____

Date	Name of Business	Employee	Amount	Balance