



DEAN AND SESSION INFORMATION

SCA Name		Modern Name		
Street Address		City	Prov/State	Postal/ZipCode
Phone	Email			
UTR Session		Date From	Date To	

DEAN EXPENSE REIMBURSEMENT (Receipts required)

Advertising	\$
Equipment Rental & Maintenance	\$
Fees and Honoraria	\$
Food	\$
General Supplies	\$
Postage, Shipping, a PO Box Rental	\$
Printing and Publications	\$
Telephone	\$
Travel (Gas, Tolls, Airfare)	\$
Other (specify)	\$
Total Expenses Incurred by Dean	\$

EVENT RECONCILIATION

If an advance / float was received, fill out Event Reconciliation 1. If no advance was received, fill out Event Reconciliation 2 and submit a cheque requisition to the host branch exchequer for the total UTR Session Expenses.

EVENT RECONCILIATION 1 – ADVANCE RECEIVED

Advance / Float Received	\$
Less: Students Reimbursed*	\$
Less: Instructors Reimbursed	\$
Less: Dean's Expenses Reimbursed	\$
Advance Remaining	\$

* cancelled classes or overpayment

EVENT RECONCILIATION 2 – NO ADVANCE

Student Reimbursements	\$
Instructor Reimbursements	\$
Dean Session Expenses	\$
Total UTR Session Expenses	\$

NOTES

- Advances may be used to reimburse students, instructors and deans for expenses if receipts are provided, and a cash receipt is signed when cash is distributed.
- Registration income may not be used to reimburse students, instructors or the dean. The registration come must be given to the branch exchequer in total.

INSTRUCTIONS

1. Make two copies of this form – one for the dean and one for the branch exchequer.
2. Include the yellow copy of all cash receipts used during the session.
3. Sign the form, and ask the exchequer to do the same.
4. If reimbursement is to come from the branch, ask how long it will take.

Session Dean Signature	Hosting Branch Exchequer Signature
Date Signed	Date Signed

SESSION PROFIT / LOSS ON CLASSES

	Class Name	No. of Students	Class Fee	Class Income	Class Expenses	Class Profit or (Loss)
1			\$	\$	\$	\$
2			\$	\$	\$	\$
3			\$	\$	\$	\$
4			\$	\$	\$	\$
5			\$	\$	\$	\$
6			\$	\$	\$	\$
7			\$	\$	\$	\$
8			\$	\$	\$	\$
9			\$	\$	\$	\$
10			\$	\$	\$	\$
11			\$	\$	\$	\$
12			\$	\$	\$	\$
13			\$	\$	\$	\$
14			\$	\$	\$	\$
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19			\$	\$	\$	\$
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21			\$	\$	\$	\$
22			\$	\$	\$	\$
23			\$	\$	\$	\$
24			\$	\$	\$	\$
25			\$	\$	\$	\$
26			\$	\$	\$	\$
27			\$	\$	\$	\$
28			\$	\$	\$	\$
29			\$	\$	\$	\$
30			\$	\$	\$	\$
TOTALS			\$	\$	\$	\$

If additional space is needed, please use a second page.