



Grants Incidentals and Expense Form

Student Name _____ Student ID _____

Area Representative _____

Submit by May 1st

Instructions (details regarding allowable incidental expenses on page 2):

1. Complete form and attach **ORIGINAL RECEIPTS** for all Incidental Expenses. Keep a copy of each receipt for your own records.
2. Send to Pan Atlantic Foundation by May 1st

Note: Expenses must add up to \$300. Pan Atlantic Foundation will request additional receipts and/or reimbursements from students that do not exhaust the entire \$300. Any expenses over \$300 are the responsibility of the student and/or Host Family.

Description of Purchase (School supplies, clothes, etc.)	Place of Purchase/Store (School, Wal-Mart, Target, etc.)	Cost	Corrections <i>(office use only)</i>
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
Total Incidental Expense		\$	

Description of Purchase (School supplies, clothes, etc.)	Place of Purchase/Store (School, Wal-Mart, Target, etc.)	Cost	Corrections (office use only)
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
Total Incidental Expense		\$	

What IS an Incidental?	What IS NOT an Incidental?
<ul style="list-style-type: none"> • School supplies (paper, pens, basic calculator, ruler, notebooks, binders, book bag, etc.) • Padlocks • School Gym clothes & Shoes • yearbook & school pictures • Winter coat and boots, bathing suit and other essential clothing including undergarments, shirts, pants, and sweaters 	<ul style="list-style-type: none"> • Required school fees* • Activity and sports fees • Immunizations, physicals, medications and prescriptions** • Postage and phone cards. • School lunches or meals. • Entertainment (i.e., going to movies); snacks (soda, gum, candy, etc.) • Accessories (jewelry, sunglasses, hair ties, etc.). • Laundry detergent, towels and bed linens. • Decorations for bedroom/bathroom • Toiletries (deodorant, toothpaste, shampoo, sunscreen, etc.) • Prom dress/suit • Holiday gifts

* Expenses incurred for required school fees and books must be submitted separately with the **original receipts.**

Expenses incurred for required immunizations and physicals must be submitted separately and submitted with the **original receipts.