

APPENDIX E – EXPENSE REPORT

Name:	Email:
Payable to:	Phone:
Mailing Address:	
City:	Province/State:
Country:	Postal/ZIP:
Source of expense (i.e., club, event, production):	

Receipt Number / Description	Subtotal	HST	Total
Totals:			

Please attach all relevant receipts to this form and submit to the Vice President, Finance and Administration through the mailbox in the DW Lounge - JHE H101 or digitally at vp.finance@macengsociety.ca

I certify that the information presented here is correct, and that all supporting documentation is attached.

Signature: _____ Date (dd/mm/yy): _____

You will be notified by email when your cheque is available for pick-up or when your cheque is sent out.

<u>FOR OFFICE USE ONLY</u>		
Budget Account : _____	Total Funded : _____	
Cheque # : _____	Date : _____	Signature : _____