QPIRG Concordia
WORKING GROUP Expense Report

FOR STAFF: Method of Payment / Reimbursement - CIRCLE ONE

PETTY CASH	CHEQUE #_____	QPIRG VISA Transaction # _____	INTERNAL TRANSFER	BANNER ACCOUNT	OTHER:

DATE of purchase	EXPENSE ITEM (please describe item as you would like it to appear on the wg annual budget report)	Amount PAID	Amount REIMBURSED
	TOTAL:		

Name of Payee: _____ Signature of Payee: _____

Name of Endorser: _____ Signature of Endorser: _____

* Mandatory! An endorser is a second person from your working group other han the person receiving the $ $ $

TODAYS DATE: _____ Working Group: _____

Budget Line: _____