



QPIRG Concordia - EXPENSE REPORT

PETTY
CASH

CHEQUE

QPIRG VISA
Transaction # _____

INTERNAL
TRANSFER

BANNER
ACCOUNT

OTHER:

DATE of purchase	EXPENSE ITEM (working groups: please describe items as you would like them to appear on the working group annual budget report)	Amount PAID	Amount REIMBURSED
TOTAL:			

Name of Payee: _____

Name of Endorser: _____ Signature of Endorser: _____

Name of Endorser: _____ Signature of Endorser: _____

Mandatory! At least 2 members from the submitted working group membership list need to endorse any working group expense, including the "payee".

TODAYS DATE: _____ Budget Line / Working Group: _____