



QPIRG Concordia - EXPENSE REPORT

For office use:

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:			

Legal Name for cheque: _____ Preferred Name (if different): _____

Email(Optional, to notify when cheque can be picked up): _____

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, can include the “payee”.

TODAYS DATE: _____

Budget Line or Working Group: _____