



# McMaster Engineering Society – Policy Manual

## e) APPENDIX E – Expense Report

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Make cheque payable to: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Source of expense (i.e. club, event, production): \_\_\_\_\_

| Receipt Number / Description | Subtotal Claimed | HST | Total Claimed |
|------------------------------|------------------|-----|---------------|
|                              |                  |     |               |
|                              |                  |     |               |
|                              |                  |     |               |
|                              |                  |     |               |
|                              |                  |     |               |
|                              |                  |     |               |
|                              |                  |     |               |
| 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](mailto: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.

### **FOR OFFICE USE ONLY**

Budget Account : \_\_\_\_\_ Total Funded : \_\_\_\_\_

Cheque # : \_\_\_\_\_ Date : \_\_\_\_\_ Signature : \_\_\_\_\_