



Please Select One of Below

- Hold for pickup
- Mail (to address on file)
- Direct Deposit  
(sign up via GaelExpress)

Date \_\_\_\_\_

**Expense Report**

Recipient name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number \_\_\_\_\_ Club Name \_\_\_\_\_

Event/Reason for reimbursement \_\_\_\_\_

**Itemized Expense Record**

(Submit completed form, original receipts, and a copy to the AS Vice President for Finance)

Date	Company	Item(s) purchased	Amount

Total Expenses	\$ 0.00
Less Cash Advance (If Applicable) (Enter Negative Number -)	
<b>BALANCE DUE TO RECIPIENT</b>	<b>\$ 0.00</b>

<b>AMOUNT DUE SMC (Funds not spent) Deposit Slip Attached</b>	
---	--

Account number 10-4-4113 - 72 \_\_\_ - \_\_\_ Total \_\_\_\_\_

Account number 10-0-4112 - 27 \_\_\_ - 098 Total \_\_\_\_\_

Recipient Signature \_\_\_\_\_ Date \_\_\_\_\_

Club President/Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_

AS VP for Finance Signature \_\_\_\_\_ Date \_\_\_\_\_

SIL Signature (required if over \$100) \_\_\_\_\_ Date \_\_\_\_\_

\*Expense report/cash advance reconciliations must be submitted within **TWO WEEKS** of event.  
 \*Expense report will only be honored if expenditures were **pre-approved** by Club President or Treasurer.  
 \*Expense report **subject to approval** by AS VP for Finance and/or Student Involvement and Leadership.