

EXPENSE REPORT

Before spending any money, be sure to run your planned expenditures by the relevant Committee Chair or the GPI Treasurer to ensure that your expenses are appropriate and within budget

Name: _____

Position: _____

Date: _____

Item #1 _____ \$ _____
purpose _____

Item #2: _____ \$ _____
purpose _____

Item #3: _____ \$ _____
purpose _____

Item #4: _____ \$ _____
purpose _____

Item #5: _____ \$ _____
purpose _____

add additional items as necessary

TOTAL EXPENSES \$ _____

Less Advance from Intergroup \$ _____

Total amount owed to Intergroup (if any) \$ _____

TOTAL AMOUNT DUE FROM INTERGROUP \$ _____

****** NO REIMBURSEMENTS WILL BE GIVEN WITHOUT RECEIPTS ******

Check #: _____ Budget Category or Categories _____