**Student Election Campaign Expense Report Form**

**Multiple Candidates**

Email completed form and attachments to ShannakianDennis@fhda.edu.

**Candidate Information for All Candidates that Campaigned Together**

(add or remove rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal First Name** | **Legal Last Name** | **True/Preferred First Name (if any)****Only if Different from Legal First Name (optional)** | **CWID** |
|  |  |  |  |
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|  |  |  |  |

**Date:**

* The list of expenses AND receipts/invoices submitted should be in order by the candidate’s last name, then date and time.
* Make sure to include candidates’ **full LEGAL names** in the list for reimbursement.
* Items without complete detailed itemized receipts/invoices or donated items will not be reimbursed but must still be disclosed and included in the campaign expense report.

**Items Purchased and Used Specifically for Campaigning with Complete Detailed Itemized Receipts/Invoices**

(add or remove rows as needed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Candidate Name****(Full LEGAL Name)** | **Date** | **Time** | **Store/Website** | **Items from Receipt/Invoice****(List ONE (1) Complete Detailed Itemized\* RECEIPT/INVOICE Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.)** | **Receipt/Invoice Total** |
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|  |  |  |  |  |  |
|  |  |  |  | **Total** | **$** |

B&W copy cost 10 cents each.

Color copy cost 45 cents each.

10 poster boards in each poster pack.

**Individual Candidate Receipt/Invoice Totals**

(add or remove rows as needed)

|  |  |
| --- | --- |
| **Candidate Name****(Full Legal Name)** | **Receipt/Invoice****Total** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **$** |

**Items Used Specifically for Campaigning without Detailed Itemized Receipts/Invoices or that were Donated**

(add or remove rows as needed)

|  |  |
| --- | --- |
| **Items** | **Approximate Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **$** |

**Total**

|  |  |
| --- | --- |
| **Category** | **Amount** |
| Expenses with Receipts/Invoices |  |
| Expenses without Receipts/Invoices or Donations |  |
| **Total** | **$** |

**Total must be below Campaign Expense Limit.**

(Please delete Notes and Tips before submitting form.)

**Notes and Tips:**

1. Each independent candidate and each coalition, regardless of whether they campaigned or used funds to campaign, must submit an expense report to the Office of College Life by the deadline specified in the election timeline. If you did not campaign or use any funds to campaign, you still need to at least send an email stating that fact by the deadline specified in the election timeline.
***Failure to submit an expense report by the deadline will result in disqualification.***
2. Coalitions only need to submit one expense report for all their members.
3. List ONE (1) Complete Detailed Itemized\* RECEIPT/INVOICE Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.
4. Expense report and receipts/invoices should be separate pages or separate files.
5. Receipts/Invoices need to be large enough to read and all the details are visible.
6. Screenshots or PDFs of web pages need to be complete and large enough to read and all the details are visible.
For example, for ePRINTit we need the full Welcome page showing your Name and CWID, the full Payment Transactions page showing your CWID and all payments, and the full Print History page showing your CWID and all the print jobs for the election. See examples below.
7. For ePRINTit and similar services that use account balances, what must be reported and what will be reimbursed is the cost of the actual printouts or items. For example, if you add $10 to your ePRINTit balance then print $7.50 worth of color flyers (15 color flyers at $0.50 each) you would show the $7.50 on your expense report, not the $10.00.
8. Expense Reports must be submitted in their original format (Word, Docs, Pages, etc.).
9. Receipts/Invoices must be submitted as PDFs or images (JPG or PNG).
10. ***Complete Detailed Itemized\* Receipts/Invoices*** are required for reimbursement.
11. \*Detailed Itemized Receipts/Invoices include information about the items, number of items/copies/printouts, price per item/copy/printout, Subtotal, Tax, Shipping, Total, etc.
12. Receipts/Invoices must show that payments were made, the payment amounts, and the payment methods (Cash, Credit, Debit, Apple Pay, Google Pay, PayPal, Venmo, etc.) to qualify for reimbursement.
13. The list of expenses AND receipts/invoices submitted should be in order by the candidate’s last name, then date and time.
14. Make sure to include candidates’ FULL LEGAL NAMES for reimbursement.
15. Reimbursements will be made out by check to the candidates. If this is an issue, please let us know when you submit your expense report.
16. Reimbursements shall only be made for items purchased and used specifically for campaigning with complete detailed itemized receipts/invoices.
17. Donated material cost shall be realistically estimated using department store price or Internet price.
18. Budget the expenses in advance and record expenses when incurred (when you buy material or receive a donation). Do not wait until the end to add the expenses all together at one time to eliminate the chance of going over the Campaign Expense Limit.
19. Expense reports containing a substantial number of inaccuracies may result in disqualification.

Saved as Student-Election-Campaign-Expense-Report-Form-Coalition.docx Revised 3/24/2024