

Student Election Expense Report Sample

(Note: There is no expense report form since everyone's expense report will be different, you just need to create it in Microsoft Word/Google Docs/Apple Pages, Microsoft Excel/Google Sheets/Apple Numbers, or whatever app you prefer to use. This sample was created using Microsoft Word.)

Individual Candidate Full LEGAL Name February/March XX, 20XX

- The list of expenses AND receipts submitted should be in order by date and time.
- Make sure to include buyer's **full LEGAL name** for reimbursement.

Section 1: Expenses with Receipts

Date	Time	Store	Item Descriptions (One (1) Receipt Per Row)	Amount
1/29	22:25	FedEx Office	B&W photocopy Qty: 100 sheets	7.93
2/02	00:33	FedEx Office	B&W photocopy Qty: 265 sheets	21.96
2/05	00:37	FedEx Office	B&W photocopy Qty: 169 sheets	13.47
2/08	00:33	Staples	2 glue sticks	5.44
2/08	11:41	Office Depot	2 white poster board pack, 4 markers	11.85
2/10	16:12	Home Depot	6 2-inch blue tapes	30.02
			Total	\$90.67

Section 2: Expenses without Receipts or Donated Materials

1. 4 Sharpie markers, cost approximately \$4.18
2. Printing some color photos using printer at home, cost approximately \$4.50 (10 sheets @ \$0.45)

Total of Items without Receipts or Donated Materials: \$8.68

Section 3: Grand Total

Category	Amount
Receipt Subtotal	90.67
No Receipt Subtotal	8.68
Grand Total	\$99.35

Grand Total must be below Campaign Expense Limit.

Notes and Tips:

- Each independent candidate, 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.

- There is no expense report form since everyone's expense report will be different; you just need to create it in Microsoft Word/Google Docs/Apple Pages, Microsoft Excel/Google Sheets/Apple Numbers, or whatever app you prefer to use. This sample was created using Microsoft Word.

- **Complete** original receipts are required for reimbursement.
- Receipts must show that a payment was made to be eligible for a reimbursement.
- Expense reports containing a substantial number of inaccuracies may result in disqualification.
- The list of expenses AND receipts submitted should be in order by date and time.
- Make sure to include buyer's FULL LEGAL NAME for reimbursement.
- List one (1) receipt per row.
- 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.
- Donated material cost shall be realistically estimated using department store price or Internet price.

Saved as Student-Election-Expense-Report-Sample-Individual.docx

Revised 2/8/2023