

APPENDIX 2: EXPENSE REPORT

Name & Position: _____

Society: _____

Email: _____

Event Name/Expense: _____

Receipt Number	Description of Expense	Amount
Total:		

Please attach **ALL** relevant receipts to this report and submit either a hard copy of the receipts to the VP Finance in the MSSS Office dropbox, or a soft copy via email to vpfinance@themsss.com

I certify that the information presented here is correct, and that all supporting documentation is attached. I understand that if not all suitable information is attached, there may be a delay in the processing of this form.

Signature: _____

Office Use Only:

Approved: Cheque #: _____ Date Signed: _____

Signature: _____

Kirstin Webb, Vice President Finance