

# 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.)

**Coalition Name (or Individual Candidate Full LEGAL Name)**  
**February/March XX, 20XX**

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

## Section 1: Expenses with Receipts

Buyer Name (Full LEGAL Name)	Date	Time	Store	Item Descriptions (One (1) Receipt Per Row)	Amount
John Adams	1/29	14:38	Office Depot	2 white poster board packs, 1black poster pack	15.26
John Adams	1/30	16:35	Home Depot	5 blue tapes	25.84
Jane Boone	1/30	19:13	Target	8 metal color markers	5.40
Jane Boone	2/01	16:09	Michaels	1 banner paper roll, 2 brushes. 1 wrap	20.17
Tom Card	2/01	18:47	Target	Ink for Epson printer	18.56
Tom Card	2/01	20:43	FedEx Office	B&W photocopy Qty: 50 sheets	5.46
George Dun	2/01	21:22	Home Depot	6 blue tapes	19.47
Stephanie Erl	1/29	22:25	FedEx Office	B&W photocopy Qty: 100 sheets	10.93
Stephanie Erl	2/02	00:33	FedEx Office	B&W photocopy Qty: 265 sheets	28.96
Stephanie Erl	2/05	00:37	FedEx Office	B&W photocopy Qty: 169 sheets	18.47
Stephanie Erl	2/08	00:33	Staples	2 glue sticks	5.44
Stephanie Erl	2/10	16:12	Home Depot	6 2-inch blue tapes	36.02
Daphne Hun	2/08	11:41	Office Depot	2 white poster board pack, 4 markers	18.87
Daphne Hun	2/09	13:24	Michaels	2 shirt printing packs	21.83
Bob Lamb	1/29	13:27	Michaels	16 shirts	43.70
Bob Lamb	2/04	13:39	FedEx Office	Card stock paper Qty: 100 sheets	31.68
Bob Lamb	2/07	16:06	Target	72CT Paper	4.17
Danielle Rin	2/01	15:38	Staples	Color & BW printing Qty: 75 sheets	22.47
Danielle Rin	2/05	15:39	Staples	1 white poster board pack	5.45
Danielle Rin	2/10	14:52	Staples	B&W photocopy Qty: 240 sheets	20.98
Danielle Rin	2/10	15:18	Staples	B&W Photocopy Qty: 402	35.13
Danielle Rin	2/12	14:08	Staples	B&W photocopy Qty: 240	20.98
				<b>Total</b>	<b>\$435.24</b>

B&W photocopy cost 10 cents each.

Color photocopy cost 45 cents each.

10 poster boards in each poster pack.

## Receipt Totals:

Buyer Name (Full Legal Name)	Amount
John Adams	41.10
Jane Boone	25.57
Tom Card	24.02
George Dun	19.47
Stephanie Erl	99.82
Daphne Hun	40.70
Bob Lamb	79.55
Danielle Rin	105.01
<b>Total</b>	<b>\$435.24</b>

**Section 2: Expenses without Receipts or Donated Materials**

1. 8 Sharpie markers donated by John Adams, cost approximately \$8.19
2. Printing some color photos by George Dun’s printer, cost approximately \$9 (20 sheets @ \$0.45)

**Total of Items without Receipts or Donated Materials: \$17.19**

**Section 3: Grand Total**

<b>Category</b>	<b>Amount</b>
Receipt Subtotal	435.24
No Receipt Subtotal	27.19
<b>Grand Total</b>	<b>\$462.43</b>

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

**Notes and Tips:**

- 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.
- 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.
- Coalitions only need to submit one expense report for all their members.
- 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 the buyers last name, then date and time.
- Make sure to include buyer’s FULL LEGAL NAMES in the list 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.