



# A.C.T./UCT Sudbury Council 1051



## CLUB EXPENSE REPORT

Expense Reason : \_\_\_\_\_

Date of Event or function : \_\_\_\_\_

eg. Club meeting /advertising / Hams /Etc.

NAME of member to be reimbursed \_\_\_\_\_

<b>EXPENSES</b> (Itemize - attach Invoices, copies of receipts, credit card statements/etc)		
Date of Expense	Description / Name / Note	\$ Amount
<b>Total Expenses (Amount to be reimbursed)</b>		

Notes:

NAME of member to be reimbursed \_\_\_\_\_ Signature : \_\_\_\_\_

This form, with all receipts, Invoices, cash and cheques, is to be submitted to the club within 7 days of the event.

Approved at the Board of Directors Meeting dated : \_\_\_\_\_

Signed: President: \_\_\_\_\_

Secretary/Treasure: \_\_\_\_\_

excel unlock password 'act' For Printing, select fit to one page.