

## APPENDIX H – Expense Report

### MES Sponsored Service

*\*Please print clearly and fill in all fields necessary.*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Make cheque payable to: \_\_\_\_\_

Phone: \_\_\_\_\_

Source of expense (i.e. club, event, production): \_\_\_\_\_

Receipt Number / Description	Subtotal Claimed	HST	Total Claimed
<b>Totals:</b>			

*Please attach all relevant receipts to this form and submit to the VP Finance mailbox in the Engineering Lounge – JHE 121*

I certify that the information presented here is correct, and that all supporting documentation is attached.

Signature: \_\_\_\_\_

Date (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_

You will be notified by email when your cheque is available for pick-up.

Thank you,

Vice President Finance  
McMaster Engineering Society

**FOR OFFICE USE ONLY**

Budget Account : \_\_\_\_\_

Total Funded : \_\_\_\_\_

Cheque # : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_