

**University of Alberta Students' Union Elections  
Expense Report Form**



Please return this form to the Chief Returning Officer in SUB 6-04B by the date and time specified in your Election Timeline. Electronic copies will not be accepted.

All expenses incurred in the course of campaigning **must** be declared on this form. A receipt is required for all external expenditures. Include receipts in an envelope and attach them to this form. Do not include GST in any costs unless specified to do so. You must submit an expense form even if you do not spend any money (write \$0.00 for the totals). Materials deemed "universal" do not need to be included on this form.

**1) CANDIDATE INFORMATION**

Candidate Name: <small>Include Slate Name If Applicable</small>	
Position Contested:	

**2) PLEBISCITE OR REFERENDUM SIDE INFORMATION**

Plebiscite or Referendum Side:	
Campaign Manager Name:	

**3) INTERNAL EXPENDITURES (EXPENDITURES BILLED DIRECTLY TO THE STUDENTS' UNION)**

Description	Place of Purchase	Quantity	Total Cost
Printing – Posters	SU Print Centre		
Printing – Handbills, etc.	SU Print Centre		
Total Internal Expenditures (excluding GST):			



<b>4) EXTERNAL EXPENDITURES (EXPENDITURES PAID OUT-OF-POCKET BY THE CANDIDATE OR SIDE)</b>			
<b>Description</b>	<b>Place of Purchase</b>	<b>Quantity</b>	<b>Total Cost</b>
Total External Expenditures (excluding GST):			
GST Paid on External Expenditures:			
Total Amount to be Reimbursed (including GST):			

<b>5) TOTAL EXPENDITURES</b>	
Total Internal and External Expenditures (excluding GST):	

<b>6) CANDIDATE OR CAMPAIGN MANAGER DECLARATION</b>	
I hereby declare that, to the best of my knowledge, all information in this form is complete and accurate. I understand that intentionally or accidentally falsifying or excluding any expense records serves as grounds for immediate disqualification, even if discovered after unofficial results have been released by the CRO.	
Candidate Signature or Campaign Manager Signature:	
Date and Time of Submission:	