

## **ELECTIONS EXPENSE REPORT**

Please return this form to the Chief Returning Officer via e-mail at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) by the date and time specified in your Election Timeline. All expenses incurred in the course of campaigning must be declared on this form. A receipt is required for all external expenditures. Receipts along with additional documents must be attached as a single pdf file with the submission e-mail. 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). Late and incomplete expense reports will not be accepted.

| <b>1) CANDIDATE INFORMATION</b> |  |
|---------------------------------|--|
| Candidate Name                  |  |
| Candidate Student ID            |  |
| Position/s Contested            |  |

| <b>2) PLEBISCITE or REFERENDUM SIDE INFORMATION</b> |  |
|---|--|
| Plebiscite or Referendum Side                       |  |
| Side Manager Name                                   |  |

| <b>3) INTERNAL EXPENDITURES</b> <i>(any expenditures billed directly to the Students' Union)</i> |                   |          |      |
|--|-------------------|----------|------|
| Description  | Place of Purchase | Quantity | Cost |
| Printing – Posters   | SUBPrint          |          |      |
| Printing - Others  | SUBPrint          |          |      |
|  |                   |          |      |
|  |                   |          |      |
|  |                   |          |      |
| <b>Total Internal Expenditures</b>   |                   |          |      |

| 4) EXTERNAL EXPENDITURES (any expenditures paid out-of-pocket) |                   |          |           |     |            |
|--|-------------------|----------|-----------|-----|------------|
| Description  | Place of Purchase | Quantity | Sub-Total | GST | Total Cost |
|  |                   |          |           |     |            |
|  |                   |          |           |     |            |
|  |                   |          |           |     |            |
|  |                   |          |           |     |            |
|  |                   |          |           |     |            |
|  |                   |          |           |     |            |
| <b>Total External Expenditures (excluding GST)</b>             |                   |          |           |     |            |
| <b>Total GST paid on External Expenditures</b>                 |                   |          |           |     |            |
| <b>Total External Expenditures (including GST)</b>             |                   |          |           |     |            |

| 5) TOTAL EXPENDITURES                              |  |
|--|--|
| <b>Total Internal Expenditures</b>                 |  |
| <b>Total External Expenditures (including GST)</b> |  |
| <b>Total Expenditures</b>                          |  |

| 6) CANDIDATE OR CAMPAIGN MANAGER DECLARATION   |  |
|--|--|
| <p>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.</p> |  |
| <b>Candidate Signature or Campaign Manager Signature:</b>  |  |
| <b>Date and Time of Submission</b>   |  |