

# Expense Report

**Action**

Purchase  Refund

**Transaction Number**

2019007

**Creditor**

Enter name of business or member

**Receipt / Invoice**

Attached  Sent Separately  Held by Purchaser

**Attachment****Expensed By****Date**

Who made the purchase / Refund / etc.

## Expenditures

**Item 1**

Description	Qty	Cost	SubTotal
<input type="text" value="Pkgs - \$ 1.90 stamps"/>	<input type="text" value="3"/>	<input type="text" value="\$11.40"/>	\$34.20

**Purpose****Item 2**

Description	Qty	Cost	SubTotal
<input type="text" value="HST"/>	<input type="text" value="1"/>	<input type="text" value="\$4.45"/>	\$4.45

**Purpose**

## Payment

**Paid by**

Interac  PayPal  Cash

**Total**

\$38.65