

Student Election Campaign Expense Report Example

(Note: There is no expense report form since everyone's expense report will be different, you just need to create it in Microsoft Word/Google Docs/Apple Pages or whatever app you prefer to use. This example was created using Microsoft Word.)

Individual Candidate Full LEGAL Name

February/March XX, 20XX

- The list of expenses AND receipts submitted should be in order by date and time.
- Make sure to include candidate's **full LEGAL name** for reimbursement.
- Items without complete itemized detailed receipts or donated items will not be reimbursed but must still be disclosed and included in the campaign expense report.

Section 1: Items Purchased and Used Specifically for Campaigning with Complete Itemized Detailed Receipts

| Date | Time | Store/Website | Items from Receipt | Receipt Total |
|--------------|-------|---------------|--|----------------|
| | | | (List ONE (1) Complete Itemized Detailed* RECEIPT Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.) | |
| 1/29 | 22:25 | FedEx Office | B&W photocopy Qty: 100 sheets | 7.93 |
| 2/02 | 00:33 | FedEx Office | B&W photocopy Qty: 265 sheets | 21.96 |
| 2/05 | 00:37 | FedEx Office | B&W photocopy Qty: 169 sheets | 13.47 |
| 2/08 | 00:33 | Staples | 2 glue sticks, 1 silver marker | 5.44 |
| 2/08 | 11:41 | Office Depot | 2 white poster board pack, 4 markers | 11.85 |
| 2/10 | 16:12 | Home Depot | 6 rolls 2-inch blue tape | 30.02 |
| Total | | | | \$90.67 |

Section 2: Items Used Specifically for Campaigning without Itemized Detailed Receipts or that were Donated

1. 4 Sharpie markers, cost approximately \$4.18
2. Printing some color photos using printer at home, cost approximately \$4.50 (10 sheets @ \$0.45)

Total of Items without Receipts or Donated Materials: \$8.68

Section 3: Grand Total

| Category | Amount |
|--------------------|----------------|
| Section 1 Subtotal | 90.67 |
| Section 2 Subtotal | 8.68 |
| Grand Total | \$99.35 |

Grand Total must be below Campaign Expense Limit.

Notes and Tips:

- Each independent candidate, regardless of whether they campaigned or used funds to campaign, must submit an expense report to the Office of College Life by the deadline specified in the election timeline. If you did not campaign or use any funds to campaign, you still need to at least send an email stating that fact by the deadline specified in the election timeline.

Failure to submit an expense report by the deadline will result in disqualification.

- There is no expense report form since everyone's expense report will be different; you just need to create it in Microsoft Word/Google Docs/Apple Pages or whatever app you prefer to use. This example was created using Microsoft Word.
- List ONE (1) Complete Itemized Detailed* RECEIPT Per Row with Total for All Items/Copies/Printouts Including Tax, Shipping, Etc.
- Expense report and receipts should be separate pages or separate files.
- Receipts need to be large enough to read and all the details are visible.
- Screenshots or PDFs of web pages need to be complete and large enough to read and all the details are visible. For example, for ePRINTit we need the full Welcome page showing your Name and CWID, the full Payment Transactions page showing your CWID and all payments, and the full Print History page showing your CWID and all the print jobs for the election. See examples below.
- For ePRINTit and similar services that use account balances, what must be reported and what will be reimbursed is the cost of the actual printouts or items. For example, if you add \$10 to your ePRINTit balance then print \$7.50 worth of color flyers (15 color flyers at \$0.50 each) you would show the \$7.50 on your expense report, not the \$10.00.
- Expense Reports must be submitted in their original format (Word, Docs, Pages, etc.).
- Receipts must be submitted as PDFs or images (JPG or PNG).
- **Complete Itemized Detailed* Receipts** are required for reimbursement.
- *Itemized Detailed Receipts include information about the items, number of items/copies/printouts, price per item/copy/printout, Subtotal, Tax, Shipping, Total, etc.
- Receipts must show that payments were made, the payment amounts, and the payment methods (Cash, Credit, Debit, Apple Pay, Google Pay, PayPal, Venmo, etc.) to qualify for reimbursement.
- The list of expenses AND receipts submitted should be in order by date and time.
- Make sure to include candidate's FULL LEGAL NAME for reimbursement.
- Reimbursements will be made out by check to the candidate. If this is an issue, please let us know when you submit your expense report.
- Reimbursements shall only be made for items purchased and used specifically for campaigning with complete itemized detailed receipts (items from Section 1).
- Donated material cost shall be realistically estimated using department store price or Internet price.
- Budget the expenses in advance and record expenses when incurred (when you buy material or receive a donation). Do not wait until the end to add the expenses all together at one time to eliminate the chance of going over the Campaign Expense Limit.
- Expense reports containing a substantial number of inaccuracies may result in disqualification.

Here is Receipt # 1
It is large enough to read and
all the details are visible

Here is Receipt # 2
It is large enough to read and
all the details are visible

Here is Receipt # 3
It is large enough to read and
all the details are visible

Here is Receipt # 4
It is large enough to read and
all the details are visible



Welcome back, Dennis Shannakian

Drag and drop your files here or [Select File](#)

Any password protected documents cannot be processed.
 Currently supported file types: .pdf, .doc(x), .xls(x), .ppt(x), .txt, .html, .rtf, .jpg, .gif, .png, .tif, .bmp
 Max File Size: 100 Mb

My Uploaded Files

| <input type="checkbox"/> UPLOADED DATE | FILE NAME | PAGES | EXPIRES IN | RELEASE CODE |
|--|-----------|-------|------------|--------------|
| No Data | | | | |

« Previous Next »

Your Current Balance
\$ 0.00



Your Organization name is:
fnda

ePRINTit Mobile

Download on the App Store

GET IT ON Google Play

ePRINTit Instructions

[User Guide](#)

ePRINTit Drivers

[MAC Installer](#)

[Windows Installer](#)



Payment Transactions

If you have any questions or concerns, please contact Support via support@eprintit.com or 1-877-494-0222

| TRANSACTION DATE ▲ | AMOUNT | PAYMENT ID | PAYMENT SOURCE |
|--------------------|----------|------------|----------------|
| 05/23/17 4:01 pm | \$ 10.00 | 27959 | cashier |
| 05/16/17 12:47 pm | \$ 10.00 | 27587 | cashier |


Your Current Balance
\$ 0.00




FOOTHILL-DE ANZA
Community College District

Your Organization name is:
fhda

ePRINTit Mobile

Download on the
 **App Store**

GET IT ON
 **Google Play**

ePRINTit Instructions

[User Guide](#)

ePRINTit Drivers ⓘ

[MAC Installer](#)

[Windows Installer](#)

Print History

| PRINTED DATE ^ | FILE NAME | PAGES | COPIES | TRANSACTION TYPE |
|------------------|---------------------|-------|--------|------------------|
| 08/14/19 8:21 am | ePRINTit_Test2.docx | 2 | 1 | bw |
| 11/07/18 1:38 am | eprintit_test2.docx | 2 | 1 | bw |
| 10/26/18 2:19 am | eprintit_test2.docx | 2 | 1 | bw |
| 10/12/18 6:51 am | eprintit_test2.docx | 2 | 1 | bw |
| 07/16/18 5:06 am | eprintit_test1.docx | 2 | 1 | bw |
| 07/02/18 2:06 am | eprintit_test1.docx | 2 | 1 | bw |
| 06/06/18 3:19 am | eprintit_test1.docx | 2 | 1 | bw |
| 05/04/18 8:24 am | eprintit_test1.docx | 2 | 1 | bw |
| 03/15/18 2:46 am | eprintit_test1.docx | 2 | 1 | bw |
| 03/09/18 8:04 am | eprintit_test1.docx | 2 | 1 | bw |
| 02/23/18 1:13 am | eprintit_test1.docx | 2 | 1 | bw |
| 02/12/18 4:46 am | eprintit_test2.docx | 2 | 1 | bw |
| 02/12/18 4:44 am | eprintit_test1.docx | 2 | 1 | bw |
| 11/22/17 5:34 am | eprintit_test2.docx | 2 | 1 | bw |
| 11/22/17 5:34 am | eprintit_test1.docx | 2 | 1 | bw |
| 11/17/17 1:35 am | eprintit_test2.docx | 2 | 1 | bw |
| 11/17/17 1:35 am | eprintit_test1.docx | 2 | 1 | bw |
| 11/15/17 2:14 am | eprintit_test2.docx | 2 | 1 | bw |

Your Current Balance
\$ 0.00



Your Organization name is:
fhda

ePRINTit Mobile



ePRINTit Instructions

[User Guide](#)

ePRINTit Drivers

[.MAC Installer](#)

[.Windows Installer](#)