EXPENSE REPORT

Name: _____ Email: _____@colby.edu

Date Issued: _____ Date Returned: _____

Cash Advanced: _____ Change Returned: _____

NOTE: Receipts and change must total exactly the amount of cash advanced. DO NOT SPEND BEYOND THE AMOUNT OF CASH ADVANCED WITHOUT PERMISSION. Any discrepancies will be the financial responsibility of the person whose name appears above. No hand-written or other inappropriate receipt will be accepted. Please list all items purchased on the receipt specifically. Do not cluster or generalize items. (For example, use "pens and paper" rather than "misc. office supplies")

••• page ____ of ____ (if more than one page, list Grand Total on last page only) •••

Receipt Date	Vendor	Items	Receipt Total
		GRAND TOTAL OF ALL RECEIPTS ➢	