



# Expense Report

**Victoria Handweavers' & Spinners' Guild**

Date submitted: \_\_\_\_\_

Category: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Pay to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

(Please attach all receipts & list below:)

Date	Description	Amount

For office use only:

Month Expensed	Category	Cheque Date	Number	Amount