

**COMMITTEE / ACTIVITY  
EXPENSE REPORT**

R2-04/2024

Date \_\_\_\_\_

COMMITTEE NAME \_\_\_\_\_

Account Posting Code 6XX= \_\_\_\_\_ (XX= Committee Account Number)

Expense Description (Must have receipts attached for each item. Do not include receipts that contain personal items.)	Tax-able? Y/N*	\$ Sales Tax Paid	\$ Total Amount Paid	Accounting Code** (6XXA)

\* If an item is purchased for resale, or to be served at a ticketed event, it is **NOT** taxable.  
 Note: Articles etc. purchased and resold to raise funds for MAC activities **ARE** taxable.  
 \*\* See Chart of accounts for Expense Code – to be provided by requesting committee treasurer.  
 (A= category of expense)

**(These Expenses were included in )** Total Expense \$ \_\_\_\_\_  
**(the budget for this year Yes\_\_ No\_\_)**

Tax Credit (Debit) \$ \_\_\_\_\_

Committee Treasurer

Committee Chairperson

\_\_\_\_\_

\_\_\_\_\_

MAC Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Check # \_\_\_\_\_ Paid To: \_\_\_\_\_