|  |  |  |
| --- | --- | --- |
|  | **Majlis Ansarullah Canada**  100 Ahmadiyya Avenue, Maple, Ontario, L6A 3A4 Tel.: (905) 417-1800 Fax: (905) 417-1006  **Regional / Majlis Expense Submission Form** | **Advance**  **Expense** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Majlis / Region Name:** |  | **Expense Submitted By:** |  |
| **Department:** |  | **Cheque No:** |  |
| **Event:** |  | **Phone Number:** |  |
| **Date of Expense:** |  | **Date Expense Submitted:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. #** | **Description** | **Amount ($)** | **HST / PST ($)** | **Total ($)** |
|  | **Advances**  (Provide details)**:** |  |  |  |
|  | **Publications** (Banners, Books, Flyers) **:** |  |  |  |
|  | **Office Equipment :** |  |  |  |
|  | **Sports Equipment :** |  |  |  |
|  | **Refreshments (Non Event, e.g. Amila Meetings)**  **\*\*\*Number of Volunteers:** **\*\*\*** |  |  |  |
|  | **Food/Hospitality (Event**:      )  **\*\*\*Number of Volunteers:** **\*\*\*** |  |  |  |
|  | **Gas** (Automobile) **(\*\*\*Km:** **\*\*\*)** |  |  |  |
|  | **Travelling** (Air Travel Ticket/Rental/Fuel ) |  |  |  |
|  | **Stationary & Office Supplies** |  |  |  |
|  | **Photocopies :** |  |  |  |
|  | **Postage / Courier :** |  |  |  |
|  | **Prizes :** |  |  |  |
|  | **Communications**: Telephone, Fax, Internet: |  |  |  |
|  | **Printing**: Tabligh, Talim exam, Umumi Dept: |  |  |  |
|  | **Tabligh & Preaching:** Stalls, Newspaper adds: |  |  |  |
|  | **Rental** (Vehicle, Gym, Hall, Park, Equipment): |  |  |  |
|  | **Miscellaneous**: (provide details): |  |  |  |
|  |  |  |  |  |
| **GRANT TOTAL** | |  |  |  |

|  |
| --- |
| **DETAILS OF EXPENSES/INCOME (For additional space use the back of this form.)** |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please write your name followed by the signature.** | | | |
| **SUBMITTED BY** | **VERIFIED BY MUNTAZIM / REGIONAL NAZIM MAL** | **VERIFIED BY AUDITOR / REGIONAL AUDITOR** | **ZAI’M / NAZIM ALA** |
|  |  |  |  |

**Please attach all original itemized receipts (No handwritten/photocopies) on the back. (Debit/Credit transaction receipt/s is/are not acceptable.)**