

Labelling Expense Receipts

How you label your expense receipts will correspond with how your financial statement is organized. On the financial statement, under each initiative, you will list out the expenses you had. Each expense listed needs a corresponding labelled receipt.

Item	Date	Receipt
Expense #1		e1a
Expense #2		e1b
Expense #3		e1c

E = refers to it being an expense receipt

1 = refers to the initiative/event number → this is the part that will change depending on what event you're on

A = refers to the line item → it will change as you go down your list of expenses for each event

Labelling Revenue Receipts

Similar to expense receipts, your revenue receipts will also be labelled according to how your financial statement is organized.

R = refers to it being a revenue receipt

1 = refers to the initiative/event number → this is the part that will change depending on what event you're on

A = refers to the line item → it will change as you go down your list of expenses for each event

For further assistance, please contact Hana at campus.groups@utmsu.ca