

# Alberta Golf

## Team Financial Report Form

Name:	Team:
Event Location:	Date:
<b>EXPENSES</b>	
Billed Expenses (attach copy of purchase order including, vendor, type of expense and estimated cost)      =	
Out of Pocket Expenses (attach expense claim and original receipts)      =	
Total Expenses	=
Team Budget	=
Variance to Budget (difference between Expenses and Budget)	=
Rationale for Variance (use reverse of required):          	
Advance (if any)	=
Out of Pocket Expenses	=
Advance less Out of Pocket Expenses	
If negative, reimbursement will be made to you. If positive, please enclose cheque payable to Alberta Golf.	=

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**OFFICE USE ONLY:**

Date Received: \_\_\_\_ Billing Record: \_\_\_\_ Expense Claim: \_\_\_\_ Advance Reconciled: \_\_\_\_