Elections Expenses Sheet

Candidates in all elections may spend no more than £20 of their own money on campaigning materials. President, Vice President and Student Council candidates may spend up to a further £20 that will be reimbursed from the Union. All candidates for all roles are expected to keep receipts.

President, Vice President and Student Council candidates must provide receipts for their expenses no later than one hour after the close of voting.

Candidates should ask for a nominal value for any items used in campaigning that they already own from the Returning Officer.

All information collected on this sheet will be handled securely by the DRO, LTSU finance Manager and will be used solely to ensure a free and fair election has been held and to process candidate re-imbursements.

**Please note: If you do not attach a receipt for an item, then we cannot reimburse you.**

**\**Pictures of the printer screen (with total amount) will be accepted as receipts for printing costs”***

|  |  |  |  |
| --- | --- | --- | --- |
| Item  | Quantity  | Total Cost | Receipt Attached? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Candidate Name: Date:

Sort Code: Account Number: