Macalester College Form

Grant Funded PI/PD Small Expense Log (less than $75)

Business Services

The purpose of this form is to record expenses related to a specific Macalester grant when the expenses are under $75 and no receipts are issued.

Name of Grant Related Event

Grant FUND/Title

PI/PD Name

MAC ID

Travel Dates

Leave

Return

Date	Description of Expense	Amount

This expense log is to be included as documentation when submitting expense reports, payment requests and pcard statements.

Total Spent

I certify that to the best of my knowledge and belief, all expenditures reported are for appropriate purposes and were made in accordance with the agreements set forth in the application and award documents.

I certify no alcohol or personal items were purchased with these funds.

PI/PD's Signature

Print Form

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Additional Expense Recording Page

Date	Description of Expense	Amount

Print Form