

EXPENSE REPORT INSTRUCTIONS

All expense reports must be submitted within 30 days of business travel.

1. **Name/Address:** Complete the name and address sections at the top left corner of the expense report. Include your social security number the first time you submit a reimbursement request.
2. **Purpose of Travel:** To correctly assign expenses, indicate the nature of your business travel.
3. **Trip From/To:** Indicate departure and arrival destinations.
4. **Dates:** Note the dates of your travel.
5. **Out of Pocket Expenses:** Record expenses that were paid using your personal funds for which you request reimbursement. You must include original receipts.
Personal Auto: Enter the number of miles driven in your personal vehicle; multiply the number by 55.5 cents to calculate the amount for reimbursement.
Airfare/Rail, Car Rental, Taxi/Shuttle: Include original receipts. Airfare reimbursement requests must be accompanied by the original passenger receipt and boarding pass (last stub in ticketing package.) Travel is limited to economy/coach class.
Lodging, Meals: Include original receipts for hotel and meal expenses. Use the space provided on charge card receipts to note the number of people in your party, the names/titles of your guests, and the business nature of your expense. If meals are provided by FSMTB, meals may not be claimed on expense report. Per diem allowances for meals and incidental expenses are calculated using the GSA rates.
Phone/Fax: List these charges separately.
Other: Use this section to record other expenses that do not fit into the above categories. You must include original receipts for all charges.
Subtotal: Total all expenses, by day, for this section.
6. **FSMTB Credit Card Expenses:** If you are using an FSMTB issued credit card, you must supply the same receipts and documentation required for out of pocket expenses noted above.
Subtotal: Total all expenses, by day, for this section.
7. **Total Daily Expense:** Please total all expenses, by day, for all sections.
8. **Explanations:** Use this section for any comments or explanations required to clarify your reimbursement request.
9. **Total Expenses:** Provide the grand total of all expenses from all sections.
Less Direct Charges to FSMTB Corporate Credit Card: FSMTB pays all corporate card bills directly; please subtract the subtotal for any charges to your FSMTB corporate card.
Less Travel Advances: FSMTB policy allows for staff travel advances in the amount of \$100 (or at the discretion of the Executive Director). Please subtract any travel advance amounts received prior to your travel dates.
Net Due Employee/Member: Calculate the amount due to you.
Net Due to FSMTB: Calculate the amount to be reimbursed to FSMTB.
10. **Signature, Date:** You must sign and date your reimbursement request.
11. **Approval:** for office use only.