

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 \$0.585 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.
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.