



Delta Gamma Expense Report Instructions - Events

What to include: Expenses incurred for travel to and from Delta Gamma events are to be reported on an expense report form. Receipts must be retained for all expenses and attached to the corresponding expense report. Each receipt should list name, event name and any other people for whom you have paid. The Fraternity auditors carefully check expense reports for receipts. Obviously, no receipts are obtained for tips or mileage, but they are available for other expenses.

Documentation for all mileage is required. You may include a printed copy of a MapQuest, Google Maps or similar route showing the start and end points and the miles for the trip. Alternatively, you can include the start/end mileage from your odometer. Delta Gamma Fraternity reimburses mileage at \$.50/mile.

You may need to request a receipt for some expenses (taxi cab fares, stamps, etc.) for they are not automatically given. **Please make sure to ask for the itemized receipt for meals when using cash or credit card.** Delta Gamma Fraternity policy states there can be no reimbursement for alcoholic beverages. When attending a Delta Gamma event such as Convention, OTS or other seminar, if a meal or break is provided during the event, reimbursement for a separate meal, snack item, or beverage will not be issued.

When to submit: Expense reports for events must be submitted no later than 10 days after the event.

How to submit: Please email expense reports and supporting documentation to Nancy Chandler, Accounting Specialist, at nancy@deltagamma.org. You may also fax to 614-583-2378, or mail to Executive Offices, Attn: Nancy Chandler, 3250 Riverside Drive, Columbus, OH 43221.

Per the request of previous officers, there is an optional box on the expense report form which will allow you to gift the expense reimbursement to the Fraternity and/or the Foundation. Please complete this area if a donation of your expense reimbursement is desired.

Be sure to sign the expense report. An unsigned expense report will be returned for signature before payment can be made because of auditing requirements. Scanned copies of original signature expense report and receipts are acceptable if you intend to maintain your original documents for seven years per audit recommendations.

For questions regarding the expense report process, please call Nancy Chandler, Accounting Specialist, at 614-481-8169.