

Expense Report Instructions

Please send expense report and supporting documentation to Nikki Sabato via email (preferred method) nikki@deltagamma.org, via fax 614-487-0540, or mail to Executive Offices, 3250 Riverside Drive, Columbus, OH 43221. If you have questions, call Nikki at 614-487-5493.

GENERAL INSTRUCTIONS

- Receipts are needed for everything except tips and mileage.
- Mileage reimbursements require either a) MapQuest/Google Maps printout showing mileage (preferred) or b) a picture of beginning & ending odometer readings.

SPECIFIC INSTRUCTIONS

1. **Reason for Trip:** Event name or chapter visited.
2. **Trip Report:** If chapter visit, please be sure the Trip Report has been uploaded into Anchorbase and indicate this on the expense report via Yes or No boxes.
3. **Direct Report Approval:** For regional travel, please request prior approval and copy the Regional Director on the email submission of your expense report. Expense reports submitted by DG employees, require the direct report's signature or they should be copied on the email submission.
4. **Sub-Totals:** The sub-total for travel is the sum of all travel expenses for each line of the trip. This should populate automatically in Excel. If it does not, please reach out to Nikki for a revised version.
5. **Other Expenses:**
 - a. **Office Supplies/Photocopies:** Attach receipt and reason for purchase
 - b. **Postage:** Attach receipt from the post office or UPS/FedEx
 - c. **Telephone/Internet:** Attach your internet bill or the summary pages of your telephone bill.
 - i. Telephone reimbursement amount is calculated by taking the full amount of the bill divided by the number of lines on the bill.
6. **Total Expenses Paid:** This is the summation of all expense in the sub-total column. This also should populate automatically in Excel. If it does not, please reach out to Nikki for a revised version.
7. **Amount to be Reimbursed:** If the payment due to you does not equal the total expenses paid, the actual reimbursement amount will go on this line, along with an explanation on the line following. Some examples are charges outside of the designated allowance, partial or full donations of expenses to the Fraternity or Foundation, and charges that may be refunded soon.
8. **Handwritten Signature Required:** A photocopy of your signature is acceptable.
9. **Optional Donation:** This box was added at the request of previous officers. Please complete if you would like to donate all or a portion of your reimbursement to the Fraternity or Foundation. Note: donations to the Fraternity are not tax deductible.