



Expense Report FAQs 2021-2022

What is Delta Gamma Foundation's tax status?

Delta Gamma Foundation's Internal Revenue Code is 501(c)(3).

Delta Gamma Fraternity's Revenue Code is 501(c)(7). Different taxation exceptions apply.

Where do I find a blank expense report form?

The expense report form can be found on www.deltagamma.org/library. Type in "expense" in the search bar. Select "Foundation: Expense Report."

What support documentation is needed when filing an expense report?

Receipts are required for charges listed for reimbursement on the expense report. Please make sure to write your name and purpose on each receipt. There are certain charges that may not have receipts such as tips. In these cases, amounts, dates and purpose must be listed on the expense report form.

For mileage reimbursement, MapQuest, Google Maps or similar showing the route start and end points and the miles for the trip is required. Alternatively, start/end mileage reading from your odometer is also acceptable.

When are expense reports due?

Due to IRS deadlines rules, expense reports are now due the end of each month. Reminders for expense report due dates will be sent out in eDG. Due dates are required to assist in financial reporting, tracking for the Foundation, and most importantly to avoid reimbursements becoming reportable income for you.

Any expense report filed **after** the 60 days in which the expense(s) was paid or incurred will be reviewed to determine if reimbursement is possible.

What is the timeline for receiving reimbursement?

Expense reports that are submitted with a handwritten signature and all supporting documentation are processed within ten (10) business days of receipt. If an expense report is submitted with missing information or support, processing time will be prolonged until all information or support is received.



What expenses do not qualify for reimbursement?

Personal purchases are not reimbursable.

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.

What is the mileage allowance?

Delta Gamma Foundation allows \$0.50 per mile for mileage reimbursement. Mileage documentation is required as noted under “What support documentation is needed when filing an expense report?”

Where should I send my completed expense report?

Please send completed expense reports and supporting documentation to Phyllis Weirtz, Foundation Accounting Manager, via the following:

- Email to phyllis@deltagamma.org (preferred method)
- Mail to Executive Offices, 3250 Riverside Drive, Columbus, OH 43221
- Questions? 614-487-5526

