



Delta Gamma Foundation Expense Report Instructions

GENERAL INSTRUCTIONS

Expenses incurred for Delta Gamma business are to be reported on an expense report form. Receipts must be retained for all expenses and attached to the corresponding expense reports. Each receipt should list name, trip taken and any other people for whom you have paid. The Foundation 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. The preferred method is to include from MapQuest, Google Maps or similar, the route showing the start and end points and the miles for the trip. Alternatively, you can include the start/end mileage from your odometer. You may need to request a receipt for some expenses (taxi cab fares, stamps, etc.) for they are not automatically given.

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.

Please send expense reports and supporting documentation to Phyllis Weirtz, Foundation accounting manager, via email to phyllis@deltagamma.org (preferred method) or mail to Executive Offices, 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 Foundation and/or the Fraternity. Please complete this area if a donation of your expense reimbursement is desired.

SPECIFIC INSTRUCTIONS

1. **BALANCE BROUGHT FORWARD** - On your first report, you will have no balance to bring forward from a previous report.
2. **CHECKS RECEIVED SINCE LAST REPORT** - List the date and the amount of the check. Add this to the balance brought forward to find the TOTAL CASH TO BE ACCOUNTED FOR.
3. **TRAVEL EXPENSES** - Use as many lines as needed, however, connect the lines together by using a starting date of the trip on the first line and ending date on the last line of expenses for that trip.



4. **SUB-TOTALS** - The sub-total for travel is the sum of all travel expenses for each line of the trip.
5. **OTHER EXPENSES** -
 - a. **Office Supplies** - Attach receipt and reason for purchase
 - b. **Photocopying** - Attach receipt and reason for purchase
 - c. **Postage** - Attach receipt from the post office or UPS/FedEx
 - d. **Telephone** - Attach telephone bill with Delta Gamma calls circled
6. Sub-totals will be auto-calculated for the **TOTAL EXPENSES PAID**.
7. **BALANCE OF CASH ON HAND THIS DATE** reflects the reimbursement owed to you.
8. **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 Phyllis at 614-487-5526.

