

Expense/Trip Report Guidelines and Preparation

1. All expenses must conform to the Travel Policy for the Deaconess Community.
2. All expense reports are to be filed within 15 days of completing travel or incurring an allowable expense.
3. Enter traveler's name and address. This is where reimbursement check will be sent.
4. The expense report must include destination and purpose of travel, or purpose of the expense.
5. Enter each date of the trip as a column heading in the body of the expense report. Except for airfare, expenses shall be broken out by date incurred.
6. Total each column, to show expenses by day. Total each row to show expenses by category. Enter total for all expenses. Enter expenses paid directly by the Community (e.g., airfare, hotel). Enter any amount that traveler wishes to contribute from personal funds toward travel expense. Subtract the amount paid directly and personal contribution from total expenses and enter amount of requested reimbursement.
7. Expense/Trip Report must be signed and dated.

Documentation to be attached:

Airfare: Attach ticket stub and copy of travel agency itinerary that shows airfare and agency charge. For airfare, total amount may be entered on first day of travel (fare need not be broken out for departure and return).

Hotel: Hotel bills must be attached showing detailed breakdown for lodging, meals, phone, other charges, etc. Only the lodging portion of the bill should be recorded under Lodging, including applicable taxes. Other detailed charges should be entered under the appropriate category, including additional notations such as required for group meals.

Meals: A receipt is recommended to all meal reimbursement. A meal expense of more than \$25 for an individual will not be reimbursed without a receipt. A receipt must be attached for all meals where one individual paid for the meals of other individuals. The individuals who attended the meal must be listed by name on the expense report or receipt, along with the Community-related purpose of the meal. For defined groups, such as all of most members of a board or committee, the group's name can be used in lieu of listing individuals by name.

Telephone: Attach a copy of the bill.

Automobile Rental: Attach the rental agreement and receipt.

Gratuities: Where gratuities are not normally provided or included in receipts, provide a description (e.g., coat check, airport baggage).

Taxi: Attach receipt.

Automobile Mileage: Enter mileage where shown and enter requested reimbursement by multiplying mileage by the mileage rate in effect for the ELCA at the time.

Tolls and parking fees: Should be substantiated by a receipt. These are entered separately from mileage.

Other Expenses: Other expenses should be substantiated by a receipt and a description of the nature and purpose.