**EXPENSE REPORT INSTRUCTIONS**

The following instructions are meant to provide step by step guidance in completing an expense report form. Attached is an example of a completed form for your reference. It is recommended that you complete this form online in Excel, using the template provided.

1. HEADER: Fill in your NAME, SOC. SEC. #, YOUR TEAM NAME, and YOUR TELEPHONE # (where you are most easily reached).

2. DATE: List each date of travel individually in the DATE column.

3. FROM/TO: On the dates of actual travel, list the city of departure in the FROM column and the city of arrival in the TO column.

4. AIRPLANE TICKETS: Include the cost of ticket charges incurred by you (by credit card or Traveler's Cheque) during the trip. Attach receipts for these purchases. **DO NOT include airline charges billed by Anthony Travel.**

5. LODGING: Include total room and room tax charges paid for by you. Separate and record any phone, meal or miscellaneous charges into their appropriate columns. All incidental charges must be paid for before check-out by the athlete responsible for them. No incidental charges should be included as lodging expenses. Save the billing statement and include it with the expense report. **If you include hotel bills charged directly to the University or paid with the Corporate Meetings Card, deduct that total in the LESS: Travel charged directly to a budget cell.**

6. CAR RENTALS: Include car rental charges incurred directly on the trip (by credit card or Traveler's Cheque) in this column. Attach receipts for these purchases. **If you include bills charged directly to the University, deduct that total as stated above.**

7. MILEAGE FOR CAR: Use of your personal automobile will be reimbursed at the effective IRS rate posted. Enter the miles traveled multiplied by the rate here.

8. CONFERENCE FEES: Include fees incurred directly on the trip (by credit card or Traveler's Cheque) in this column. Attach receipts for these purchases. **If you include bills charged directly to the University, deduct that total as stated above.**

9. TOLLS, TAXI, PARKING, GAS: Total the daily costs for highway/bridge tolls, taxi fares (including tips), parking/garage fees and gas for vans, etc. Itemize tips in the TRAVEL/EXPENSE DETAILS field. Save and include receipts.

10. MEALS: Record the appropriate total cost incurred for team breakfasts, lunches, and dinners. Use this field only for **team** meals purchased by you, including meals on the hotel bill. Retain and include receipts. Receipts must include the name of the restaurant. Gratuity/tips may be included as part of the total.

11. TEAM PER DIEM: Input the daily totals of cash distributed to the team as per diems. If the per diem cash for the entire trip is distributed to each athlete on the first day of the trip (as in the example), then record the total on that date only and provide an accounting for this in the TRAVEL/EXPLANATION DETAIL. Identify which meals were covered by per diem by putting an "x" in the corresponding cells in the MEALS column. Remember, athletes must sign and date the Per Diem Distribution List when they receive the cash. The Distribution List must accompany the expense report.

12. TELEPHONE & OTHER: This field should be used for any tips that are paid in cash and not accounted for in other receipts, for example bellman and baggage handler tips. If tips are already charged to a receipt, DO NOT double count them in this column. Tip expenses accounted for in this column may not be supported by receipts, however they must be justified in the TRAVEL/EXPENSE DETAILS field. Put any miscellaneous team travel costs in this column, such as telephone charges or supplies. Include receipts and/or explanations of these expenses in the TRAVEL/EXPENSE DETAIL field.

13. TOTAL BY DATE: These sums calculate automatically if expense amounts are entered properly. Double check for accuracy.

14. TRAVEL/EXPENSE DETAIL: In this field, list the following:
- Purpose of the trip (include destination and opponents)
- Date, cost, and purpose of expenses unsupported by receipts or those needing clarification
- Attach additional pages if necessary (see example).

15. LESS/ETC.: These fields require the total of all direct bills, AMEX charges, Traveler's Cheques used, and the cash advance you received. Subtracting these amounts from the total expenses incurred gives the amount of cash due to the University, or the amount your expenses exceeded the cash advance.

Use the following as a guide in filling out this field – input these as negative numbers.
<u>LESS: Travel charged directly to a budget unit thru ND Travel</u> – total all direct bills for hotels, buses, airplanes.
<u>LESS: Cash Advance, Traveler's Cheques used</u> – input the TR number assigned to the amount of the advance and the total amount of Traveler's Cheques cashed.
<u>LESS: Prepaid Conference Fees, Hotel, etc.</u> – total all prepaid fees.
<u>LESS: Charged to AMEX Corporate Card</u> – total all expenses paid with your AMEX card.

16. AMOUNT DUE: This sum is calculated automatically. If a balance is due the University, it should equal the amount of excess cash advance you returned to the Business Office. Attach the receipt for this amount to the expense report.

17. RECEIPTS: **<u>Tape</u>**, do not staple or glue, all cash and Traveler's Cheque expense receipts to an 8 _ x 11 sheet of paper. All receipt information must be visible and legible. Affix as many receipts as possible to a page. Tape all AMEX Corporate Card receipts to their own page, fitting as many as possible onto a page.

18. SIGNATURES: Sign and date the expense report. Obtain the signature of your Head Coach or his/her designee.

19. COPIES: Make copies of the expense report, receipts and distribution lists for your team's records.

**Provide Sandy in the Business Office the following:**
1. The original expense report with its supporting material
2. One complete copy of both the expense report and the supporting material