

Expense Report Instructions

Please send expense report and supporting documentation via email (preferred method) to FraternityPayables@deltagamma.org or mail to Executive Offices, 3250 Riverside Drive, Columbus, OH 43221. If you have questions, call Nikki at 614-481-8169 or text 614-383-8575.

GENERAL INSTRUCTIONS

Detailed receipts are required for everything except tips and mileage.

- Receipts must include the name of the business, date, and itemized listing of items purchased.
- If meals for multiple people are on one receipt, print the names of all attendees on receipt.
- Pictures of itemized receipts with all details showing are acceptable.

Mileage reimbursements require either a) MapQuest/Google Maps printout showing mileage (preferred) or b) a picture of beginning & ending odometer readings.

SPECIFIC INSTRUCTIONS

- **Reason for Trip:** Event name or chapter visited.
- **Trip Report:** If chapter visit, please be sure the Trip Report is loaded into Anchorbase and indicate this on the expense report via Yes or No boxes.
- **Date:** List date on receipt or date of travel if mileage.
- **Description:** Utilize the dropdown and select applicable charge. Multiple receipts should be added into one applicable line. (Example: Breakfast on day 1 is \$14.00 and day 2 is \$13.00. Put \$27 for breakfast expenses). If there is not a dropdown menu item to match the reimbursable expense, you may use the last four lines to type in the expense description. As a reminder, meal allowances cannot be combined.
- **Amount:** Add the total of applicable receipts and place the amount in the Amount column. Do not exceed the allowance max for any of the charges. (Example: Breakfast on day one is \$16 and day two is \$13. The Amount will be \$28. We will only reimburse \$15 on day one breakfast).
- **Total:** This is the amount of reimbursement. The total calculates automatically.
- **Handwritten/Electronic Signature Required:** A photocopy of your signature or your typed name is acceptable.
- **Optional Donation:** 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.

ACH REQUIREMENT

All reimbursements (except foreign currency reimbursements) must be paid via ACH. If you do not have banking information on file with Fraternity Payables, or your banking information has changed, you will need to fill out an ACH information form located in the Delta Gamma library under Direct Deposit.