



# Fraternity Expense Report

Date:

Name:

Title:

Address:

Reason for trip:

NOTE: **Expense reports must be filed within 30 days of purchase.** Any expense report received 60 days after a purchase must be considered taxable income per IRS requirements. Volunteer leadership submissions after 60 days are only processed with the Fraternity President's approval. Please include the circumstances causing the delay in filing the expense report for consideration.

## EXPENSES

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Allowance Values Valid Through June 30, 2026

**TOTAL EXPENSE\***

## OPTIONAL DONATION

## TOTAL REIMBURSEMENT\*

Please donate my expense reimbursement as follows:

Fraternity \$

Foundation \$

**Signature:**

Submit expense report and supporting documents to [FraternityPayables@deltagamma.org](mailto:FraternityPayables@deltagamma.org). You may also text 614-487-5481 with any questions regarding expense reports or reference the FAQ document located in the DG library.

If you do not have banking information on file, or your banking information has changed, please include an ACH information form located in the DG library under Direct Deposit.

Reminder: When applicable, Visit Reports must be loaded into Anchorbase prior to expense reimbursement.

\*Mac users: If **TOTAL EXPENSE** and **TOTAL REIMBURSEMENT** are not automatically populating, use Adobe Acrobat Reader DC or a compatible PDF editor. Make sure the browser settings have JavaScript enabled.