



Expense Report FAQs 2025-26

What is Delta Gamma Foundation's tax status?

Delta Gamma Foundation's Internal Revenue Code is 501(c)(3).

Delta Gamma Fraternity's Revenue Code is 501(c)(7). Different taxation exceptions apply.

Where do I find a blank expense report form?

The expense report form can be found on www.deltagamma.org/library. Type in "expense" in the search bar. Select **"Foundation: Expense Report."**

What support documentation is needed when filing an expense report?

Receipts are required for charges listed for reimbursement on the expense report. Please make sure to write your name and purpose on each receipt. There are certain charges that may not have receipts such as tips. In these cases, amounts, dates and purpose must be listed on the expense report form.

For mileage reimbursement, MapQuest, Google Maps or similar showing the route start and end points and the miles for the trip is required. Alternatively, start/end mileage reading from your odometer is also acceptable.

When are expense reports due?

The IRS has a strict rule on the timing of expense reimbursements. This rule applies to all leadership and staff. It states that expenses must be reimbursed within 60 days of when the expense was incurred, otherwise the payment must be reported on a 1099 as taxable income to the recipient. To ensure we stay within the 60 day limit, we ask that you submit an expense report within 30 days of the purchase. That way we can ensure that your reimbursement is processed well before the 60 day mark.

Any expense report filed **after** the 60 days in which the expense(s) was paid or incurred will be reviewed to determine if reimbursement is possible.

What is the timeline for receiving reimbursement?

Expense reports that are submitted with and all supporting documentation are processed within ten (10) business days of receipt. If an expense report is submitted with missing information or support, processing time will be prolonged until all information or support is received.



How are reimbursements issued?

Expense report reimbursements are issued via direct deposit for secure and efficient payment processing. Please complete an [electronic payment form](#) and include it with your expense report if you are not already setup for direct deposits.

What expenses do not qualify for reimbursement?

Personal purchases are not reimbursable.

When attending a Delta Gamma event such as Convention, TLC or other seminar, if a meal or break is provided during the event, reimbursement for a separate meal, snack item, or beverage will not be issued.

What is the mileage allowance?

Mileage documentation is required as noted under “What support documentation is needed when filing an expense report?”

BOT/Leadership: Delta Gamma Foundation allows \$0.50 per mile for mileage reimbursement.

Where should I send my completed expense report?

Please send completed expense reports and supporting documentation to Phyllis Weirtz, Foundation accounting manager at phyllis.weirtz@deltagamma.org.

Questions? Please contact Phyllis Weirtz, Foundation accounting manager, at 614-487-5526 or phyllis.weirtz@deltagamma.org.

