

## Expense Reimbursement Procedures ©

February 5, 2009

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### **Introduction**

With the approval of our 2009-10 AMTA FL Chapter budget it's an appropriate time to re-visit our reimbursement process. Before beginning this effort I listened to board members and volunteers many of whom experienced difficulty with either the time it took to get reimbursed or in trying to select and complete the right form.

Currently we have been using three different expense forms and sometimes I have seen a 4<sup>th</sup> or 5<sup>th</sup> form that apparently either was in your file or you found on the national web site. In recent conversation with our chapter relations contact, Chris Voltarel, I learned of yet another form. This new form was recently distributed by national to their volunteers. Seeing that it satisfied most of our needs via a single form, I made minor revisions and sent it to Ruth Cox our national accounting contact for her review and comments. With Ruth's feedback incorporated and the form finalized it's now ready for your use.

In addition to the new form we now have a complete chart of accounts corresponding to the 2009-10 budget. The chart of accounts is a critical component for FL chapter to accurately and successfully record, review and manage the budget process. Along with the new expense form going forward you will be able to better identify and request reimbursement.

Please open the new expense form and chart of account documents. Then read the following steps which will guide you in preparing your expense reimbursement request. Most important if you are not already familiar with our national and chapter expense policy I suggest that you will want to read and understand it before proceeding.

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### Expense AMTA Volunteer Reimbursement Form Description

The AMTA Volunteer Reimbursement form was designed to provide you with ability to request reimbursement for expenses incurred while performing chapter business. On a single form you will now record all requests for reimbursement. As always you will need to provide original receipts and appropriate detail for your request to be approved by me and national.

Expense request not complete or missing documentation will be return to me by national. At which point, I will return to you. The following information describes the form and step by step instructions for you to complete your request for reimbursement.

### Field Description

Please note the item description number matches the number on the sample reimbursement form. Keep the sample as a guide only. Do not use it to request a reimbursement. Blank forms are attached for your use.

### Expense Item

### Description

1. Unit/Committee / Conference / Convention	Please enter the appropriate information that best describes the event. For example if you attended a FOMA event, please enter FOMA. If your expense was related to unit activity, enter the unit name and activity.
2. Business purpose of Expense / Trip	Enter the purpose of the trip. For example if the event was FOMA and you were the designated representative enter "PR representing FI Chapter".

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3. Name	Enter your name.
4. Date	Enter today's date.
5. Email	Enter your e mail address.
6. Address	<p>Enter your complete address. This is where you would like your reimbursement sent.</p> <p><i>Please note that if you wish direct deposit call Ruth Cox at national. (877-905-2700, extension 137). You will need to provide Ruth with your bank account routing number (RTA#) and your account number. Both are encoded on the bottom of the check. The RTA precedes the account number.</i></p>
7. Date	Enter the date the expense was incurred.
8. Chart of accounts	Enter the appropriate account identifier. You may obtain the appropriate chart of account identifier from the attached Chart of Account document. For example; if your expense was for board postage supplies enter 2009.
9. Travel	<p><i>Airfare:</i> Enter the airfare for the specific date.</p> <p><i>Rental Car:</i> Enter the cost of the rental car.</p> <p><i>Cabs/ tolls/ Parking:</i> Enter the total amount for the specific date.</p> <p><i>Hotel:</i> Enter the cost of the hotel for the specific date.</p>

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<p>10. Food / Meals? Max \$45. Per Day</p>	<p><i>Total meals:</i> enter the amount for the specific date.</p> <p><i>Total Food:</i> Enter the amount for the specific date.</p> <p><i>Total to be reimbursed:</i> Enter the total meals and food but do not exceed the \$45 maximum allowed.</p>
<p>11. Miscellaneous</p>	<p><i>Communication:</i> Enter the total communication expense for the specific date or month. Note- if this is a monthly pre approved communication expense enter either the actual amount or the maximum amount allowed. For example if the monthly pre-approved amount is \$50 and your expense is \$45 then enter \$45. However, if your pre-approved amount is \$50 and your expense is \$60, enter \$50.</p> <p><i>Office Supplies:</i> Enter the total amount you spent on the specific date.</p> <p><i>Other Expenses:</i> Enter the total other expenses for the specific date. Please be sure to enter a description of the expense in the “Other Expense Detail “box on the lower right half of the form.</p>
<p>12. Entertainment</p>	<p><i>Date:</i> Enter the appropriate date.</p> <p><i>Chart of Account:</i> Enter the appropriate chart of account identifier.</p> <p><i>Location / Event:</i> Enter the location &amp; event.</p> <p><i>Amount:</i> Enter the amount for the specific date.</p> <p><i>Purpose:</i> Enter the purpose.</p>

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13. Attended By	Enter each attendee's person name.
14. Mileage	<p><i>Date:</i> enter the appropriate date.</p> <p><i>Chart of Account:</i> Enter the appropriate chart of account identifier.</p> <p><i>From:</i> Enter the origin point.</p> <p><i>To:</i> Enter the designation.</p> <p><i># Of miles:</i> enter the total miles.</p> <p><i>Total Amount:</i> This is the mileage multiplied by the mileage rate. Currently the rate is \$.55.</p>
15. Other Expense Detail	Enter the expense purpose. This section relates to the "other expense" in the miscellaneous column on the top right section of the page.
16. T&E Exp	Enter the total T&E expense
17. Mileage & Other Exp.	Enter the total mileage and miscellaneous expense.
19 Total Expense	Enter the total of T&E Exp. Plus Mileage and Other Exp.
18. Cash Advance Amt.	If you received a cash advance for the detailed items enter that amount here.
20. Due to Volunteer	<p>Enter the amount due you. This is the total expense minus the cash advance</p> <p>Note: if the cash advance is greater than the Total Expense, draft a check payable to AMTA FL Chapter and include it with your report.</p>
21. Volunteer Signature	Please sign and date your request
22. Approval Signature	Your Treasure will approve your request. Please read "How to Send your report"
How to send your report.	Before sending your report collect all receipts that document your request. Tape each receipt to a blank page. Original receipts are required. Please identify each receipt and place all like receipts on a page. Note the appropriate category and record the total amount.

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	For example if your receipts fall into the Food Meals category and three are for meals and one for food, you may tape all on a single page. However you will need to clearly record which meals are for food verses by labeling. Be sure to record the appropriate total that corresponds to your expense report.
Where to send your Expense report	Ordinary expense reports should be sent to your chapter treasure. <b>Reoccurring budgeted expense reports may be sent to Ruth Cox directly. Expense reports that are included in this category are monthly communication charges up to the budgeted amount. Be sure to include your monthly communication bills with your request for reimbursement.</b>
AMTA FI Chapter Treasurer	<b>Eileen T. Newsome PO Box 236 Crystal Beach Fl 34681</b>
AMTA National Expense Contact	<b>AMTA National- Attention: Ruth Cox 500 Davis Street – suite 900 Evanston IL 60201-4695</b>