

District 5080
Expense Statement Form
Instructions & Guidelines

The Expense Statement form is a fill in the blanks form. Working from top to bottom:

Purpose: Please state the purpose of the expenses incurred; ie. AG Club Visits.

Choose Currency: This is a drop down box to choose either USD \$ or CAN \$ to be reimbursed in.

Participant Information: Recommend you fill in the information for your name, address (to which you wish to have your reimbursement check sent), district, position, Country and "Save as". This way you only need to complete this information once.

Detail of Expenses: District 5080 follows RI guidelines for expense reporting. Receipts are required for all expenses \$75 or more. Distance will be recorded in either miles or kms depending on the currency chosen. Rate per mile or km will be the RI reimbursement rate set for the currency.

Date: enter the date expense was incurred. Form dd-mmm-yy (01-Aug-13).

Description: What/Where/Why. A short descriptive phrase; ie. RT miles home to Anywhere, WA.

Hotel: For all hotel stays include a zero balance receipt with your expense report. No exceptions, please. Make hotel reservations directly with the hotel.

Transport: Include airfare, taxi, etc.

\$ Distance: Computed at current RI reimbursement rates per currency.

Meals: Actual cost less any adult beverages. Please be reasonable.

Phone: Include expenses for phone calls made in the administration of your job. Most of us have unlimited minutes on our cells, but may not have international calling.

Misc: If your expenses do not fall in one of the above categories, it goes here. For example, photo copies and the like.

Converting between currencies:

The body of the claim needs to be in the chosen currency. If you have a receipt in the other currency, use the handy currency converter at the bottom of the form. Enter your receipt amount in the appropriate green box and see the conversion two columns over.

Please remember we are spending other people's money. Use the privilege wisely.