

**EXPENSE STATEMENT**  
**CHURCH OF THE BRETHREN GENERAL BOARD**

Reported by *(please print)* \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Purpose of trips or expenditures made \_\_\_\_\_

*See Instructions on Reverse side to Complete Form*

TRANSPORTATION				LODGING AND MEALS			
Date	From	To	Amount	Date	Place	Amount	
<b>TOTAL</b>				<b>TOTAL</b>			

OTHER EXPENSES		
Date	Item Description	Amount
<b>TOTAL</b>		

EXPENSE SUMMARY	ACCOUNT	AMOUNT
Expenses	Charge Acct. #:	\$
	Charge Acct. #:	\$
	Charge Acct. #:	\$
	Charge Acct. #:	\$
	<b>TOTAL EXPENSES</b>	<b>\$</b>
Less All Personal Expenses*	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X	\$ (      )
Less Cash Received By Temporary Advance*	Advance Acct. #:	\$ (      )
Balance Due To (Returned From) Person	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X	\$

\* If necessary

Approved By Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## INFORMATION FOR FILLING OUT EXPENSES STATEMENTS

1. The person that incurred expense should **print their name** at the top of the statement.
2. Summarize the purpose of the trip(s) after the words "Purpose of trips..." This makes the permanent record complete.
3. **Travel by personal auto will be paid at \$.585 per mile.** Report only business miles and mileage computations under the "Transportation" section of this expense form. The allowance is intended to cover all car expenses, including insurance. Reasonable road and parking tolls will be paid in addition to the mileage allowance.
4. Report expenses for which the Board is responsible, including public transportation secured through travel agents. **Pay by corporate credit card whenever possible.** Food expense not included on other bills should be reported by day, including any tips paid.
5. Attach receipts for all expenditures of \$25.00 or more.
6. Total each section separately. Then record the total of all three section on the lines in the Expense Summary. There are four lines provided if more than one expense account is being charged.
7. **Acquire proper approval from your supervisor.** The staff persons responsible for the department charged may approve expenses to the department, with the exception of the individual's own expenses. These must be approved by the supervisor.
8. The words "less cash received by temporary advance" refer to money received from the Finance Department against anticipated expenses for this specific trip prior to the trip.
9. **Personal expenses** that are included in the total expenses should be subtracted from the amount to be reimbursed.
10. After "Balance due," cross out "returned from" if cash is due to you. Cross out "due to" if you received a temporary advance for more than the amount of your expenses. In such an event, provide to the Finance Department the amount of the refund along with the expense statement.
11. Completed expense statements with proper account numbers should be submitted to the Accounts Payable desk in the Finance Department. All questions may be directed to the Finance Department.