

Description	Revision:
Expense Report SOP	6/21/2014
Owner:	
Treasurer	

Scope:

The Treasurer is responsible for administering the Expense Report SOP.

This Expense Report SOP is designed to document any and all reimburseable expenses submitted by the BOD, or any member conducting business on behalf of the chapter. This includes but is not limited to instructor fees, office supplies, travel expenses, and any reimbursable expenses incurred for conducting PDE's, Educational offerings, or any chapter business.

This procedure must be used in concert with the SOPs for Non Budgeted Funds and Travel.

Expense Report:

The Expense form to be used is located on the Mid-Florida Chapter's website (www.apicsorlando.com/sopts/expensereportform) and is included as appendix A in this procedure.

The Treasurer is responsible for keeping this form current with such information as mileage rates and, as well as making sure it conforms to that which is located on the APICS headquarters website, (www.apics.org).

Completion of the Expense Report:

The BOD member requesting payment is responsible for completing the expense report, and submitting it to the Chapter Treasurer for reimbursement or payment.

The BOD member will attach the original receipts of any item that is more than \$5.00.

For Instructor Fees, a report will be attached that includes the names of the attendees, the name, date, and location of the education course.

Review of the Expense Report:

The Treasurer will review the report prior to payment, the form will be approved if the form is completed correctly and has the correct documentation attached. The Treasurer will also confirm the expenses were budgeted or have been approved in conformance with the SOP on Non Budgeted Funds.

If the form is not completed correctly and/or does not have the original documentation attached, the form will be returned to the originator.

The approved form that is signed by the Treasurer will also be reviewed and signed by the Secretary, the President, or the President Elect.

Appendix A

TRAVEL EXPENSE REPORT FORM

PURPOSE(S)																				
COST CODE:																				
DATE:	FROM-TO	LODGING: EXPENSES A*	PERSONAL AUTO		PARKING & TOLLS C*	AIR/RR/ BUS D*	MEAL CHARGES B = BREAKFAST L = LUNCH D = DINNER E*	AMOUNT F*	MISCELLANEOUS EXPLANATION (ATTACH EXTRA SHEET IF NECESSARY)	DAILY TOTAL G*										
			mileage miles	@ \$0.560 miles																
				\$0.00						\$0.00										
				\$0.00						\$0.00										
				\$0.00						\$0.00										
				\$0.00						\$0.00										
				\$0.00						\$0.00										
				\$0.00						\$0.00										
SUBTOTAL		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL EXPENSES	\$0.00										
Print or Type	Name:					APPROVALS				LESS ADVANCE										
	Address:					SIGNATURE				DATE										
	City:					APICS POSITION				AMOUNT DUE MEMBER										
	State:	Zip:				SIGNATURE				DATE										
	Member #:					SIGNATURE				DATE										
	District					APICS POSITION				AMOUNT DUE APICS										
Sign	Signature:	Date:				APICS POSITION														
	<table border="1"> <tr> <th colspan="2">- OFFICE USE ONLY -</th> <th rowspan="2">BUDGET</th> </tr> <tr> <td>Acct Chgd:</td> <td></td> </tr> <tr> <td>Audit Date:</td> <td></td> <td>EXPENSES YTD</td> </tr> <tr> <td>Audited By:</td> <td></td> <td>BALANCE</td> </tr> </table>										- OFFICE USE ONLY -		BUDGET	Acct Chgd:		Audit Date:		EXPENSES YTD	Audited By:	
- OFFICE USE ONLY -		BUDGET																		
Acct Chgd:																				
Audit Date:		EXPENSES YTD																		
Audited By:		BALANCE																		

Miscellaneous Codes
 1. Tips (other than meals and taxi)
 2. Telephone
 3. Laundry
 4. Car Rental
 5. Taxi
 6. Other

ORIGINAL DUPLICATE - SUBMIT TO APICS - RETAIN FOR INCOME TAX PURPOSES AND PERSONAL RECORDS