

EXPENSE REPORTING FOR ASOR

Name:

Description: Give a description of the reason for your reimbursement request, location, purpose

Dates: Dates of expenses and/or travel

Note: Supporting documentation (receipts, invoices, etc.) is required for all purchases. If no receipt is available (for example, a cash tip), include an explanation for an amount under \$5; if over \$5 with no receipt, a signed statement is required.

Note: Description required for all expenses.

*For mileage, see directions below.

Item Number	Date	Location	Grant Expenses										Mileage*		SUBTOTAL	Description	Grant	Receipt Submitted?				
			International Travel			Local Travel			Non-Travel Grant Expenses				Current rate:	0.670								
			Lodging	Airfare/ground transportation	M&I	Lodging	Airfare/ground transportation	M&I	Equipment	Supplies	Contractual	Other Direct	CHI General	Annual Meeting	Development	# of Miles	Amount	Category				
Exp. 1	1/30/22	Home to DCA airport													\$ 14.41	22	\$ 14.74	Development	\$ 14.41	Dropoff at DCA airport for development trip to California		No, calculation of mileage included
Exp. 2	11/24/19	Westin San Diego												\$ 5.00					\$ 5.00	Cash paid to valet at AM19 at Westin San Diego		No, note included
Exp. 3	5/4/22	Morocco		\$ 155.15															\$ 155.15	Airfare for Hanan Mullins to travel to Morocco for training sessions with High Atlas Foundation	DRL 2021	Yes
1																			\$ -			
2																			\$ -			
3																			\$ -			
4																			\$ -			
5																			\$ -			
6																			\$ -			
7																			\$ -			
8																			\$ -			
9																			\$ -			
10																			\$ -			
11																			\$ -			
12																			\$ -			
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18																			\$ -			
19																			\$ -			
20																			\$ -			
21																			\$ -			
22																			\$ -			
23																			\$ -			
24																			\$ -			
25																			\$ -			
																	TOTAL:					

Signature _____ Date _____

Approval _____ Date _____

Second Signature* _____ Date _____
 **Second signature required for payments over \$3,000 (and for all payments to Executive Director)

Directions for completing ASOR expense report:

Please submit ASOR credit card receipts and reimbursement requests on separate expense reports.

For reimbursement requests, you must state in your email to Britta that you are requesting a reimbursement.

Name: fill in your name.

Description: give a concise, but complete description of the activities or travel relevant to these expenses. Be sure to include location(s) of travel and purpose.

Dates: enter the dates of your travel.

Use a separate line for each receipt. If a receipt is allocated to multiple categories, use one line for each category.

Date: enter the date of the purchase.

Location: enter the location of the purchase.

Enter the amount of the expense in the appropriate category (columns D-P). If your category is not there, enter the name of the category in place of one of the named categories and highlight the cell in yellow. Restate the category name in the Description field as well.

For mileage, enter the number of miles in # of Miles (column Q) then enter the calculated amount from Amount (column R) in the box of the appropriate category. For example, in Line 13, 22 miles were entered in cell Q13. R13 automatically calculated the amount of \$12.87. This amount is then entered in cell P13 under Development as it is a development expense.

The Subtotal (column T) will autopopulate with the amount for each line.

Description: give a concise, but complete description of the expense. Keep in mind: who, what, when, where, why, how. If the receipt is not in US\$, also state the amount in local currency in the Description field.

Grant: if it is a federal grant expense, enter the name of the grant here.

Receipt Submitted?: this should almost always be "yes," but if the answer is no, then a written explanation must be given for that expense. See Note above.

Double check that your amounts match your receipts.

Sign and date the expense report before submitting.

Submit the completed expense report along with all supporting documentation to Britta at finance@asor.org.

Please do not change the cells that have formulas in them (columns R, T, rows 41, 42)