

HOW TO FILL AN EXPENSE REPORT FORM

FIELD FINANCE
AFS-USA, Inc. EXPENSE REPORT

Accounting Use Only:
 Date Received: _____ Date Returned: _____
 Date Resubmitted: _____ Reason for Return: _____

Do not Staple Check if new address Chapter/Team Volunteer Staff

NAME _____
 ADDRESS _____
 CITY, STATE, ZIP _____

Date of Report
 FROM (MM/DD/YY) _____ TO (MM/DD/YY) _____

Receipt #	DATE/S (MM/DD/YY)	TYPE AND PURPOSE OF TRIP OR EXPENDITURE	AUTO MILES (\$0.45/mile)	AMOUNT	Fund	Entity	Cost Center	Function	Project	Account	DESCRIPTIONS/COMMENTS
1					U						
2					U						
3					U						
4					U						
5					U						
6					U						
7					U						
8					U						
9					U						
10					U						

TOTAL EXPENDITURES _____
 TOTAL OF ADVANCE/S _____
 Amount Due to (Pay with Check or MO) to AFS, or _____
 Amount to be Contributed to AFS _____
 AMOUNT DUE FROM AFS _____

Expense Reports should be filed not later than 45 days following the date on which the expense was incurred. Reports not completed within 45 days of return could be _____

Special Instructions
 ACH or Inter-Transfer

Prepared By: (Print Name) _____ Signature _____ Date _____
 Approved By: (Print Name) _____ Signature _____ Date _____
 Approved By: (Print Name) _____ Signature _____ Date _____

Callout boxes provide instructions for filling out the form, such as: "Type in the name and address of the volunteer /staff", "Tick for new address. Select whether it's for a volunteer or staff or Chapter/Area Team", "From the drag down, please select the unique 4 digits number for area team/chapter", "Select the time period for the transactions", "From the drag down, select the right account. Refer to treasurer manual for more detail.", "From the drag down, select LOC for Checking account, LOO for saving account and BMA for New York account", "Enter transaction amount", "Type in transaction date", "Purpose of expenditure", "Type in mileage", "From the drag down, select LA for Local/Fundraising account, LV for Co-Support account and LC for Chapter", "From the drag down, select A for Administration, F for Fundraising, H for Hosting, S for Sending and V for Volunteer", and "Tick ACH for urgent payment request for staff and volunteer. Ask Field Finance for an ACH form."

Please note that only treasurer and chair can approve it. Also chair and treasurer can't approve their own expense report. For chair, treasurer needs to approve it and vice versa. Backup for every transaction needs to be provided. In case of mileage, Google image showing the total amount of miles from point A to point B should be provided.