

## About the Form

<b>name</b>	AD-PBL-4550-M. Expense Report Form
<b>owner</b>	Finance
<b>access &amp; use</b>	All Staff
<b>what it is</b>	Form used to submit a request for reimbursement for work-related expenses
<b>who uses it</b>	Staff members wishing to be reimbursed for expenses

## Working with the Form

The blue-shaded cells in the **Total** column contain formulas that will automate expense calculations. Do not enter data into these cells.

## Instructions

1. Save a copy of the *Expense Report Form*.
2. Add your expense information to the form:
  - a. To find the appropriate code for each expense, refer to the **Drop-down List Ranges** worksheet tab.
  - b. Once you have entered values in the **Amount** column and the **Exchange Rate** column (if applicable), values in the **Total** column are automatically calculated.
  - c. If you have added rows or widened columns, you may have to modify the form for printing.
3. Print the completed form, and then sign and date it.
4. Send the signed form to **CUSTOMIZER: your manager** for approval.
5. Send the approved form to **CUSTOMIZER: Example - Finances** for processing.