

# **EXPENSE REPORT INSTRUCTIONS**

This report is used to provide reimbursement of money expended on the NRLHF's behalf, by Rendezvous/Event Staff members having expenditure authority (usually the Booshway, and Clerk).

Completion of this form is done on a "monthly basis". All receipts are to be attached to the expense report and mailed to the Foundation Treasurer by the end of each month.

## **ENTERING EXPENSES:**

**DATE:** Enter the date the expense was incurred.

**BUDGET LINE:** Enter the numbered budget line on your approved budget to which this expense should be charged. If you do not yet have an approved budget, enter the budget line from your draft budget. If in doubt call the NRLHF Treasurer for guidance or leave this item blank.

**DESCRIPTION:** Describe the nature of the expense. In the event that there is not enough room, use an additional line.

**MATERIALS:** This column refers to materials or supplies and includes expenditures for items such as gas cans, gloves, water cups, etc.

**FUEL:** Fuel includes gasoline, propane, and diesel.

**MEALS:** Enter the cost of meals or food purchased for work parties and/or meetings.

**PHONE:** Staff members need to keep track of their telephone calls. In most cases, no receipts are required for these items. If you have "unlimited" calling for a flat rate, you may claim re-imbursement for that percentage of the charges that were related to NRLHF work.

**MISCELLANIOUS:** Use this column to enter expenses that do not fit in any other category.

**MILEAGE:** The NRLHF provides re-imbursement for actual miles traveled on Foundation business by a Delegate or Booshway. (2012) the rate is 45 cents per mile.

Don't forget to sign the Expense Form and attach your receipts before you mail it to the Foundation Treasurer.

Foundation Treasurer: Andrew Huey – Treasurer  
262 E. State St., Box 344  
West Mansfield, OH 43358  
937-935-4461  
andrewhuey22@gmail.com