



Mid-Florida Chapter #208 Expense Report SOP

Description	Revision:
Expense Report SOP	07/28/08
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.



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Appendix A

TRAVEL EXPENSE REPORT FORM

PURPOSE(S)										Miscellaneous Codes 1. Tips (other than meals and taxi) 2. Telephone 3. Laundry 4. Car Rental 5. Taxi 6. Other		ORIGINAL - SUBMIT TO APICS DUPLICATE - RETAIN FOR INCOME TAX PURPOSES AND PERSONAL RECORDS			
COST CODE:										MEAL CHARGES B = BREAKFAST L = LUNCH D = DINNER		AMOUNT F*	MISCELLANEOUS EXPLANATION (ATTACH EXTRA SHEET IF NECESSARY)	DAILY TOTAL G*	
DATE:	FROM-TO	LODGING: EXPENSES A*	PERSONAL AUTO mileage @ \$0.54/mile miles \$0.585		PARKING & TOLLS C*	AIR/RR/BUS D*	E*								
				\$0.00			\$0.00					\$0.00			
				\$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	\$0.00	TOTAL EXPENSES		\$0.00			
Print or Type	Name:		APPROVALS				LESS ADVANCE		AMOUNT DUE MEMBER		AMOUNT DUE APICS				
	Address:						SIGNATURE		DATE		BUDGET		EXPENSES YTD		
	City:						APICS POSITION		SIGNATURE		DATE		BALANCE		
	State: Zip:						SIGNATURE		DATE		Audit Date:		Audited By:		
	Member #:						SIGNATURE		DATE		Audit Date:		Audited By:		
Sign	Signature:		Date:		APICS POSITION		APICS POSITION		APICS POSITION						