

Expense Reports

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Expense Reports

Reading the Report:

EXPENSE REPORT

For the month: _____ Employee: _____

DAY	Travel to be reimbursed			Store	Fuel	Meals	Office Supplies	Other	Notes	GST	DAILY TOTAL
	Destination	KM Driven	Mileage\$								
1			\$ 0.55		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -

- **For the month:** Month that the expenses are dated.
- **Employee:** Name of the employee the expenses belong to.
- **Day:** Day of the month.
- **Travel to be reimbursed:**
 - **Destination:** address you are going to.
 - **KM Driven:** total amount of kilometers of the trip.
 - **Mileage \$:** automatically calculated according to mileage reimbursement requirements.
- **Store:** shop the expense should be allocated to.
- **Fuel:** total cost of fuel, minus GST.
- **Meals:** total cost of meals/food, minus GST.
- **Office Supplies:** total cost of office supplies, minus GST.
- **Other:** total cost of any other shop related expenses, minus GST.
- **Notes:** A brief description or explanation of the expense.
- **GST:** total amount of the GST on the receipt(s).
- **Daily Total:** Grand total of all mileage, expenses, and GST of that line.

Mileage Tracking:

Common reasons that employees may use their own vehicles for work related activities include:

- Driving a customer,
- Picking up a part,
- Delivering a vehicle to a sublet vendor,
- Picking up shop supplies.

In every case the activities must be approved by their manager in order to qualify for reimbursement.