

## Region IV Expense Report Form Instructions

When an individual is traveling or otherwise conducting business on behalf of Region IV, Region IV will reimburse certain expenses upon receiving a completed Region IV Expense Report form and copies of appropriate bills, receipts, invoices, Internet or email confirmations and the like. Reimbursements are subject to the Region IV Expense Reimbursement Policy.

- 1) If a receipt is not practical to obtain, indicate "no receipt" on the Expense Report form. Expenses reimbursed when no receipt is available should be minimal in amount and infrequent in occurrence.
- 2) For mileage reimbursement (receipts are not needed):
  - a) Indicate the total number of miles in the description field along with any other applicable notes.
  - b) Multiply total miles by the rate that you've selected as provided in the Region IV Expense Reimbursement Policy to obtain the dollar amount to be reimbursed and enter that amount in the "Travel" column.
- 3) For per diem (receipts are not needed):
  - a) Enter the total number of days and half days to be reimbursed in the description field along with any other applicable notes. For example, write "2.5 days @ \$50 per day."
  - b) Multiply the number of days by the per diem rate as provided in the Region IV Expense Reimbursement Policy to obtain the dollar amount to be reimbursed and enter that amount in the "Per Diem" column.
- 4) Submit the completed and signed Expense Report form and your receipts and other documentation to the Region IV Treasurer.

All reimbursements are subject to the approval of the Region IV Director.

If you need additional assistance completing the Expense Report form, please contact the Region IV Treasurer.