

# Monroe County Volunteer Firemen's Association, Inc.

## INSTRUCTIONS FOR COMPLETING TRAVEL EXPENSE REPORT

In order to facilitate the annual auditing of the MCVFA Treasurer's records and to comply with legal and procedural requirements for the accurate and full accounting of MCVFA funds, all members who receive MCVFA funds to offset the cost of Association travel must complete and submit a "Travel Expense Report." The report must be submitted within 30 days of the completion of the travel, and is required whether the MCVFA funds were disbursed as an advance, or after the trip was completed. The report must identify each expense which is being claimed, and the individual who benefited. If several individuals travel together, only those who received, or are requesting, MCVFA funds must complete an expense report. Following is the procedure for obtaining, completing and submitting a balance sheet form.

### How to obtain a Committee Balance Sheet:

1. Log on to <http://www.mcvfa.com/home.html> and download or print the form,
2. Contact any MCVFA table officer and request that a form be mailed, emailed, or sent via facsimile machine, to you,
3. The form is available as an Excel<sup>®</sup> spreadsheet, populated with formulae for automatic calculations, or as a \*.pdf file for those who wish to fill the form in manually. PLEASE specify which version you wish.

### How to complete the form:

1. Member Name: The name of the individual submitting the report,
2. Purpose of Trip & Destination: The middle point destination of the trip, or if the trip consisted of multiple legs, all places at which business was conducted, i.e.: "Watertown, NY for FASNY Convention," **OR** "Albany, NY for meetings and Hudson, NY for meetings." Do not list your return home as a destination.
3. Date: Enter the date on which each claimed expense actually occurred,
4. Odometer: If odometer readings are used, enter them in the "start" and "end" cells. If you are only reporting the actual miles traveled, enter that number in the "miles" cell,
5. Start & destination of trip leg: Enter the city or town from which you departed and the city or town at which each trip leg ended,
6. The cell displaying the I.R.S. reimbursement rate is prepopulated. If using the Excel<sup>®</sup> spreadsheet, the "total miles" and the "total" mileage reimbursement cells will automatically calculate the correct amount. If using the pdf version, these amounts must be manually calculated and entered. Any advance paid prior to the travel must be manually entered, no matter which version of the form is used.
7. Other expenses: Indicate, one per line, your claimed expenses, such as meals, lodging, etc. Consult the MCVFA financial operating protocols for a determination of what expenses are currently reimbursable and which are not.
8. If using the Excel<sup>®</sup> spreadsheet, the "total mileage expenses", the "total other expenses," the "subtotal" and the "grand total" fields will automatically be calculated and filled in. If using the pdf version, these amounts must be manually calculated and entered.
9. Check Request #: If this form is being submitted to claim reimbursement, insert the check request number on which the funds are requested. If an advance was received, insert the check request number under which the advance was paid.
10. Member signature and date. The individual submitting the report should sign and date it, prior to submitting it.

### How to submit the form:

1. After completing the expense report, A verbal report should be made to the Board of Directors, and if necessary, the general membership.
2. After the audit is successfully completed, the submitter will be so notified.
3. At that point, a copy of the expense report should be given to the Association Secretary for inclusion in his records.
4. The original report and the receipts bills and other supporting documents should be turned over to the Treasurer for preservation. He will incorporate them into the historical records of the Association, and make them available in the event of an audit by an outside organization.
5. If using the Excel version, all cells which have an embedded formula will display the result of the formula in **blue** text. Additionally, these cells have been locked so that they cannot be inadvertently changed.

