

2025 Employee Reimbursement Expense Report

Check one -->

Advance Request

Final Expense Report

<-- Check only one

Employee Name: _____

Destination: _____

Department: _____

Departure Date/Time: _____

Purpose: _____

Return Date/Time: _____

General Ledger Acct:

Example 101 42 100 43300

Please Code

101 42 100 43300

Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Totals

2025 Employee Reimbursement Expense Report

USE OF FORM: Use the form for the following purposes:

1. To reimburse employees for authorized travel expenses.
2. To request and pay all travel advances.
3. To request reimbursement or small cash purchases paid for by employees.

COMPLETION OF THE FORM:

Complete on the computer within the excel document or in ink pen all parts of this form.

REASONABLE PERIOD OF TIME:

Employees can receive an advance up to 30 days prior to the expected travel. Employees must submit an expense report within 60 days of incurring any expense(s) or the reimbursement is taxable. Employees will return any excess reimbursement within 120 days after the expense was paid/incurred.

SUPERVISOR:

Approve the correctness and necessity of this request. Once approved, please send to the City Finance & Admin Office for payment to the employee through payroll. Note: The expense report form must include original signatures.

FINAL EXPENSES FOR TRIP:

Check this box if there will be no further expenses submitted for this trip. By doing this, any outstanding advance or charged made on the company credit card associated with this trip will be deducted from the final payment to the employee.

GENERAL LEDGER ACCT CODE:

Enter the general ledger account code that correctly reflects the proper expense account. Examples:

xxx-xx-xxx-43300	Travel Expenses	xxx-xx-xxx-42170	Uniforms
xxx-xx-xxx-43200	Communications	xxx-xx-xxx-44300	Miscellaneous

TRAVEL ADVANCE SETTLEMENT:

When the total expenses submitted are less than the advance amount or if the trip is cancelled, the employee will owe money to the City. Except for rare situations, personal checks will not be accepted for settlement of advances; a deduction will be taken from the employee's paycheck.

MILEAGE:

For advances, estimated miles from your home base work office to the destination may be used. For final expenses, actual mileage must be used (including beginning and ending odometer mileage on the vehicle). The mileage will be calculated using the number of miles multiplied by the mileage rate per the IRS website.

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>

RECEIPTS:

Attach itemized receipts for all expenses except meals (the per diem rate is used) to this expense form. Credit card authorization receipts, bank drafts, or cancelled checks are not allowable receipts.

CELL PHONE REIMBURSEMENT:

For designated employees, the City of EGF will reimburse an amount equal to the lesser of the employee's monthly plan or \$35 per month for cellular phone service. Cell phone reimbursement will be made through payroll on the 2nd payroll of each month. The employee is responsible for turning in the 1st page of his/her wireless service bill and attach to this form.

COPIES & DISTRIBUTION:

Once approved by both the employee and their supervisor, submit the original document for payment and retain a copy for your own records.

REIMBURSEMENTS & ACCOUNTABLE PLAN INFO:

<https://www.irs.gov/publications/p463/ch06.html>