

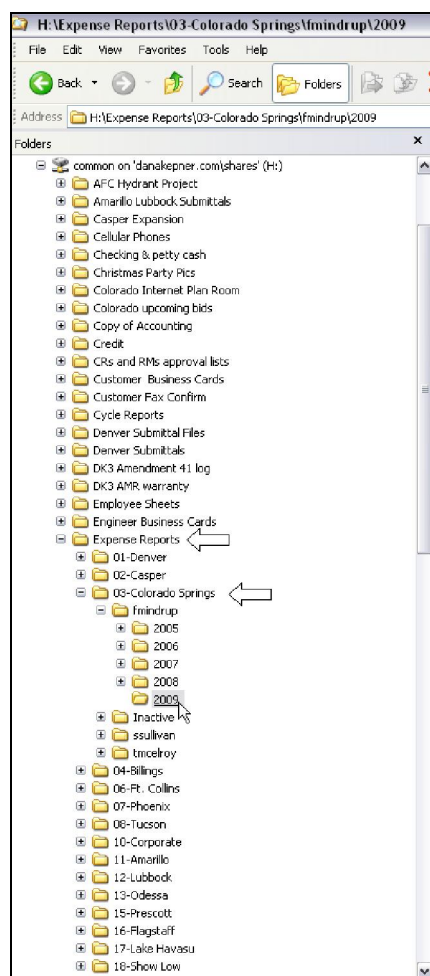
Expense Report Instructions

Administration

All expense reports should be submitted no later than the 10th of the month following your expense activity. Where possible, Expense Reports are paid via Electronic Fund Transfer (EFT) wire directly to your banking account the first Thursday after your report has been submitted and processed. If you would like your expense report deposited into an account other than the account your payroll check goes to, please contact Daun Knight in Accounting.

Where to find your Expense Master

1. Click on My Computer. Find the H:\Common on Danakepner drive and click on it
2. Find the file folder named Expense Reports and double click on it. You will now have a choice of folders again.
3. Find the folder with your Branch number on it and double click on that folder.
4. Find the folder with your login name on it and double click on that folder.
5. You will now see a list of files with years on it in your folder. Double click on the folder with the appropriate year.
6. You will now see a list of files with months on it in. Double click on the file named with the month that you would like to report your expenses for.



Name	Size	Type	Date Modified
JAN 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:24 PM
FEB 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:23 PM
MAR 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:23 PM
APR 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:22 PM
MAY 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:22 PM
JUN 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:22 PM
JUL 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:21 PM
AUG 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:21 PM
SEP 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:20 PM
OCT 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:18 PM
NOV 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:18 PM
DEC 09.xls	93 KB	Microsoft Excel Wor...	11/14/2008 1:17 PM

FILLING OUT THE EXPENSE REPORT:

Expense Report Tab

1. Day, Location, & Miles Column

The DAY column is to be used to reference the date the expense took place.

The LOCATION column is to record the name of the location (city/other Branch/etc.) when traveling out of your Branch area.

The MILES column is used to record mileage between destinations for BUSINESS USE ONLY. This column carries over to the taxable auto sheet and should only have business miles listed.

2. SUBSISTENCE SECTION

The MEALS column is used to record any meal expense you incurred while out of town only. Please note, we do not reimburse employees for meals while in town unless it involves entertainment with a customer. *(This type of expense would be listed under Entertainment below.)* PLEASE STAPLE ALL OF YOUR MEAL RECEIPTS TOGETHER, IN THE ORDER THAT THEY APPEAR ON YOUR REPORT.

The LODGING column is used to record lodging expenses incurred when you are required to stay out of town for the night. The amount in this column should be for the ROOM EXPENSE ONLY. If you have additional charges on the hotel bill (meals, internet use, telephone...) those charges need to be recorded separately in the "Meals" or "Other Expenses" columns. PLEASE STAPLE ALL OF YOUR LODGING RECEIPTS TOGETHER, IN THE ORDER THAT THEY APPEAR ON YOUR REPORT.

3. OTHER EXPENSES SECTION

These two columns are to be used for anything that doesn't fall under any other category on the expense report. This could include *(but is not limited to)* car washes, parking, subscriptions, vendor gifts, phone expenses, office supplies, registration fees, tolls, etc... Please list a description of the expense and the dollar amount in the two columns in this area. If you purchase fuel for a vehicle that is not your company vehicle or a rental car you used, please list the fuel in this area as well *(i.e., warehouse vehicle.)* PLEASE STAPLE ALL OF YOUR "OTHER EXP" RECEIPTS TOGETHER, IN THE ORDER THAT THEY APPEAR ON YOUR REPORT.

DANA KEPNER CO.								
Expense Report								
FRANK MINDRUP				January-09		# 2120		
Day	Location	Miles	Meals	Lodging	Item Description	Amount	TOTALS	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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41								
42	MILEAGE TOTALS							
43	Beginning Odometer Reading						0	<- Last Month's Ending Odometer Reading
44	Total Bus. Miles						0	
45	Total Toll/Firm Office						0	
46	Ending Odometer Reading						0	
47	Total Odometer Miles						0	
48	Expense Report						Entertainment	Auto Exp / Taxable Auto
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50								
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58								
59								
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62								
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4. The areas near the bottom of the expense report that are labeled; *Entertainment, Fuel, Service, Tires, Repairs, and Rental Fuel* are automatically filled in for you based on information you add to the additional tabs in the file.

Please fill in the bold, yellow cells in the *Mileage Totals* section. You must take your "Ending Odometer Reading" from your prior month's report to use as your "Beginning Odometer Reading" for the current month. Disregard the "Total Business Miles" and "Total Personal Miles" fields that are not highlighted, as these calculate for you.

	A	B	C	D	E	F	G	H	I
13	6							-	
14	7							-	
15	8							-	
16	9							-	
17	10							-	
18	11							-	
19	12							-	
20	13							-	
21	14							-	
22	15							-	
23	16							-	
24	17							-	
25	18							-	
26	19							-	
27	20							-	
28	21							-	
29	22							-	
30	23							-	
31	24							-	
32	25							-	
33	26							-	
34	27							-	
35	28							-	
36	29							-	
37	30							-	
38	31							-	
39			0	-	-		-	-	
40							ENTERTAINMENT	-	
41							FUEL	-	
42							SERVICE	-	
43							TIRES	-	
44							REPAIRS	-	
45							RENTAL VEHICLE FUEL	-	
46									
47							TOTAL EXPENSES	-	
48							PERSONAL MILEAGE ADJUSTMENT	-	
49									
50							TOTAL REIMBURSEMENT	-	
51									
52									
53									
54									
55							FRANK MINDRUP	DATE	
56									
57									
58									
59							APPROVED BY	DATE	
60									

MILEAGE TOTALS

Beginning Odometer Reading 0 <- - Last Month's Ending Odometer Reading

Total Bus. Miles 0

Total To/From Office 0

Ending Odometer Reading 0

Total Personal Miles 0

**** Highlighted fields MUST be filled in ****

Expense Report / Entertainment / Auto Exp / Taxable Auto /

ENTERTAINMENT Tab

One of the changes you'll notice this year, is that the Entertainment column is no longer included on the front page. The Entertainment tab still remains basically the same as before, but now the total pulls into just one cell on the front page.

Complete each section thoroughly, including the name of the individual(s) entertained, their job title and business affiliation, the name and location where the event took place, the business reason the expense was incurred (*i.e., promote sales, discuss order, bids, etc.*), and the amount of the expense. (If you need additional lines for any specific month, please let the Accounts Payable Department know.) This tab is only to be used for entertaining customers and potential business. Any meals that occur with ONLY other Dana Kepner employees present are to be referenced in the MEALS column on the first page.

PLEASE STAPLE ALL OF YOUR ENTERTAINMENT RECEIPTS TOGETHER, IN THE ORDER THAT THEY APPEAR ON YOUR REPORT.

A		B	C	D
1	FRANK MINDRUP			January-09
2				
3	ENTERTAINMENT EXPENSES			
4		1) Person Entertained & Title - Business Affiliation	BUSINESS REASON	DOLLAR
5	DATE	2) Place of Entertainment and Location		AMOUNT
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Expense Report \ Entertainment / Auto Exp / Taxable Auto /



AUTO EXP Tab

For anything that **YOU** personally paid for, please list the dollar amounts in the yellow (EE Paid) columns. Otherwise, these amounts will not pull to the front page to reimburse you correctly. The CO Paid column is for items that are charged to a Dana Kepner company account. PLEASE STAPLE ALL OF YOUR RECEIPTS TOGETHER (BY TYPE LISTED BELOW) IN THE ORDER THAT THEY APPEAR ON YOUR REPORT.

Fuel

This section is to be used to record the number of gallons and the amount of each fuel ticket. This section is for fuel purchased for your company vehicle ONLY. Please do not include amounts of other items that may be on the receipt, such as car washes and snacks. These items need to be listed separately on the EXP REPORT tab.

Service

Use this section to record routine maintenance (i.e., oil change, transmission flush, etc.) performed on your company vehicle. Be sure to enter the type of maintenance that was performed and the vendor that provided the service, as well as the odometer reading at the time the service was done. Car washes are not considered "routine maintenance" and should be listed under "Other Expenses" on the EXP REPORT tab.

Tires

Complete this section when new tires are purchased for your company vehicle. Record the odometer reading and the vendor in the appropriate spaces.

Repairs

Use this section to record repair work to your company vehicle. Be sure to enter the type of repairs that were done and the vendor that provided the service, as well as the odometer reading at the time the repair was done.

Rental Vehicle Fuel

This section is used to record the number of gallons and the amount of the fuel ticket when fuel is purchased for a rental vehicle that you used.

	A	B	C	D	E	F	G	H	I	J	K
9	FUEL					CONT...					
10	Date	Gals	EE Paid	CO Paid		Date	Gals	EE Paid	CO Paid		
11			\$	\$				\$	\$		
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24	SERVICE					WORK DONE / VENDOR					
25	Date	Odmtr	EE Paid	CO Paid							
26			\$	\$							
27											
28											
29											
30											
31	TIRES					VENDOR					
32	Date	Odmtr	EE Paid	CO Paid							
33			\$	\$							
34											
35											
36											
37	REPAIRS					WORK DONE / VENDOR					
38	Date	Odmtr	EE Paid	CO Paid							
39			\$	\$							
40											
41											
42											
43											
44											
45											
46											
47	RENTAL VEHICLE FUEL										
48	Date	Gals	EE Paid	CO Paid							
49			\$	\$							
50											
51											
52											
53											
54											
55											

Expense Report / Entertainment / **Auto Exp** / Taxable Auto

Taxable Auto Tab

This sheet is used to calculate the amount of your vehicle usage that is taxable to you. You need not make any entries to this sheet since it autocalculates for you; but if you notice that the vehicle identified is not the vehicle you are driving, please inform the Accounts Payable Department so that the appropriate corrections can be made.

If you would like to read the IRS requirements regarding your expense report, please go to the IRS website:

<http://www.irs.gov/publications/p15b>

Important Closing Notes

All Expense Reports must be submitted in a 9 x 12 manila envelope.

Please be mindful of the due date established by the Accounting Department each month to ensure that your expense reports are submitted in a timely manner. Lana Grishina sends out an email each month with this information and it is extremely important to have your expenses processed prior to the cut-off date.

Please make sure the Name, Month and Year are correct for the sheet you are submitting.

Make sure your TOTAL Column is correct.

If you have "#####" or "VALUE!" in any column, or it appears that something may not be calculating correctly, please notify the Accounts Payable Department to correct it for you.

Please make sure all of your receipts are **separated by type** and stapled in the order that they appear on your report. **Please do not use paperclips.**

Please keep copies of your receipts for your files.

Be sure the report is signed, dated and approved before submitting.

Each tab on your Expense Report should print on (1) 8 ½ x 11 sheet. Please make sure that all four pages are included with your report.

There is a separate expense report for employees that do not use a company vehicle, which only includes the first two tabs of the file shown in this document. Additionally, a space for mileage reimbursement has been added that calculates the current mileage rate as well. This report is located in the Common (H:) drive also, and is titled, "BLANK (without Co. vehicle)". Ideally, each employee that submits an expense report should have their own file created in their branch's folder, but this form works well for employees that do not typically submit expense reports on a routine basis.

Once again, if you have any problems with this process or need any changes, PLEASE contact the Accounts Payable Department for assistance.

Thank you!